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CAPRICORN TVET COLLEGE

CCTVET/06/2025/05

**APPOINTMENT OF SERVICE PROVIDER FOR LEARNER MANAGEMENT SYSTEM
INSTALLATION AND BUSINESS MANAGEMENT SYSTEM IMPLEMENTATION AND
SUPPORT**

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

CLOSING DATE: 12 June 2025 @10h00

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SECTION 1: INVITATION TO BID

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

NO	DESCRIPTION	REFERENCE	CLOSING DATE & TIME	COMPULSORY BRIEFING SESSION
1	Appointment of a panel of service providers maximum of three for learner and teaching support material (LTSM) which includes, ISAT/ICAS material, student devices, textbooks, consumables, learner stationery and workshop machineries for a period of 3 years.	CCTVET/05/2025/05	12 June 2025 @10H00 16 Market Street Central Office	No Briefing Session
2	Appointment of Service Provider for Learner Management System and Business Management System implementation and Support.	CCTVET/06/2025/05	12 June 2025 @10H00 16 Market Street Central Office	No Briefing Session
3	Appointment of Service Provider for Cleaning Services at 4 Campuses of Capricorn TVET College for a Period of 3 years.	CCTVET/07/2025/05	12 June 2025 @10H00 16 Market Street Central Office	No Briefing Session
4	Appointment of Service Provider for Land Scaping Services at 4 Campuses of Capricorn TVET College for a Period of 3 years.	CCTVET/08/2025/05	12 June 2025 @10H00 16 Market Street Central Office	No Briefing Session
5	Appointment of Service Provider for Internal Audit Services for a Period of 3 years.	CCTVET/09/2025/05	12 June 2025 @10H00 16 Market Street Central Office	No Briefing Session

6	Appointment of Service Provider for WIFI installation and Maintenance at 4 Campuses of Capricorn TVET College	CCTVET/10/2025/05	12 June 2025 @10H00 16 Market Street Central Office	28 May 2025 @10H00 16 Market Street Central Office
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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 **22-05-2025**.

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.

Proposals received after the **closing date** will not be considered and will be rejected. All SCM Enquiries must be directed to Mr KD Kganyago on dkganyago@capricorncollege.edu.za Enquiries will be attended to via email and should be made before the 05^h June 2025.

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 KD Kganyago on dkganyago@capricorncollege.edu.za and cc tenders@capricorncollege.edu.za during office hours.

All technical enquiries must be directed to Mr Scheepers ascheepers@capricorncollege.edu.za and cc tenders@capricorncollege.edu.za during office hours.

Enquiries in relation to this Bid will not be responded to after **05 June 2025 @15h00**.

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 28 May 2025 @11H00

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/06/2025/05, **APPOINTMENT OF SERVICE PROVIDER FOR LEARNER MANAGEMENT SYSTEM INSTALLATION AND BUSINESS MANAGEMENT SYSTEM IMPLEMENTATION AND SUPPORT**. The sealed envelope must be placed in the bid box at the Main Reception area of the College. No. 16 Market Street, Polokwane by no later than **12 June 2025 @10h00**

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 date and 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.

5.7 The bidder should check the number of pages of its bid and returnable documents 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.

5.8 Bidders who do not submit documents duly certified by the South African Police Services (SAPS) where required will be disqualified.

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 7.3 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 Department of Trade and Industry (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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SBD 2	SARS Tax Compliance Status Pin	13
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SBD 5	Declaration for Procurement above R10 Million (all applicable taxes included)	17
SBD 6.1	Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022	21
SBD 7	Contract Form – Purchase of Goods/Works	26

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 3 months)
- 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 B-BBEE 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

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.

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CAPRICORN TVET COLLEGE					
BID NUMBER:	CCTVET/06/2025/05	CLOSING DATE:	12 June 2025	CLOSING TIME:	10:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR LEARNER MANAGEMENT SYSTEM INSTALLATION AND BUSINESS MANAGEMENT SYSTEM IMPLEMENTATION AND SUPPORT				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CAPRICORN TVET COLLEGE					
18 MARKET STREET					
POLOKWANE					
0700					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Daddy Kganyago		CONTACT PERSON	Mr Ambrose Scheepers	
TELEPHONE NUMBER	015 230 1800		TELEPHONE NUMBER	015 230 1800	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	dkganyago@capricorncollege.edu.za		E-MAIL ADDRESS	ascheepers@capricorncollege.edu.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION					

NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

SBD 1

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

-
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
 - 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
 - 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
 - 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
 - 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
 - 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

TAX CLEARANCE CERTIFICATE REQUIREMENT 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:
 - 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.

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.

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

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 the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

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

(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:
.....
.....
.....

2.8 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**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 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.
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.....

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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.

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.....
.....

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:

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

3 Full details of directors / trustees / members / shareholders.

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

4 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

SBD 5

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.

1. 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.

2. **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.

3. **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 sub-paragraphs 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.

4 **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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for PPPFA Regulation 2022 Status Level of Contribution

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	1 Point
· National participants	1 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 B-BBEE 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:
ADDRESS
.....
.....

SBD 7

CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and 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 time of 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);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - 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 goods and/or works 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 fulfillment 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.
DATE:

**SECTION 4: SCOPE OF WORK FOR APPOINTMENT OF SERVICE PROVIDER FOR LEARNER
MANAGEMENT SYSTEM INSTALLATION AND BUSINESS MANAGEMENT
SYSTEM IMPLEMENTATION AND SUPPORT**

Proctoring Tool: Web-based software that can assist in monitoring students while they take online examinations.

SCORM Compliant: Refers to the LMS adhering to the SCORM standards and specifications.

1. SYSTEM SPECIFICATION

1.1. BUSINESS MANAGEMENT SYSTEM SPECS

N o .	Description	Functionality
1.	Enquiries	The system must manage the process of initial enquiry received from prospective students to offers being made, and the acceptance thereof by applicants
2.	Student Biographical Administration	The system must make provision for the capturing of a large amount of personal information about the student
3.	Application and Admissions	The system allows prospective and registered students to apply online for academic study, residence placement and financial aid, moreover the system must allow for comprehensive records to be kept in respect of applicants, which can assist in the selection process
2.	Registration	Student registration (enrolment) must either be done by personnel of the institution or by students through the use of the student self-service application. Students should be able to register online for the programme and courses/subjects to which they have been admitted

3.	Assessments and Exams	<p>Assessment Types: The system should support various types of assessments, including quizzes, assignments, projects, re-exams, final exams, practical exams, and continuous assessments, (Re -Assessment)</p> <p>Exam Scheduling: The system should allow for the creation, scheduling, and management of exam timetables, ensuring no conflicts in timing for students and staff. (The system should flag if there are any conflicts and suggest alternative venues to be utilized)</p> <p>Grading and Marking: The system must provide tools for entering, calculating, and managing grades, with support for different grading scales (e.g., percentage, result code).</p> <p>Rubrics and Criteria: Should allow the creation and application of assessment rubrics and grading criteria that align with institutional standards.</p>
4.	Certification and Graduation	<p>The system for certification and graduation should automate eligibility tracking, certificate issuance, and graduation management, while providing secure transcript services and should facilitate a smooth transition from graduation to alumni status, ensuring seamless management of student data and ongoing alumni engagement.</p>
5.	Timetabling	<p>The system should integrate class timetables, allowing students to access their schedules directly through the student portal for real-time updates and easy management.</p> <p>Additionally, the timetable feature should automatically generate class time tables with no clashes.</p>
6.	Examination Timetable	<p>The system should integrate exam timetables, enabling students to view and manage their exam schedules in real-time through the student portal. (Flexible timetable functions to accommodate different campus setup)</p>
7.	Student Self-Service	<p>The student portal should provide a secure and personalized platform for students to manage their academic life, including course registration, grade tracking, and access to class and exam timetables, financial tracking. It should also support</p>

		mobile access, offer real-time updates, and ensure data security and compliance with relevant regulations.
8.	Lecturer Self-Service	lecturers must have a self-service environment that they can use to access and update the system for information relevant to their profile including entering of tests and exam marks. (WIL and WBE)
9.	Co-operative Education (for internship/Job placement)	System must allow the college to manage the placing of students and lecturers at employers / participating entities who participate in co-operative education training (WIL and WBE), and the activities in which students are involved, at the same time keeping record of all the projects and activities of the student.
10.	Short Courses	The College may want to offer short courses, which do not form part of the formal (or subsidized) structure of the institution, the System should be able to cater for the administration of such.
11.	Alumni Management	The system should include robust alumni management features, enabling seamless transition from graduation to alumni status. This includes maintaining up-to-date contact information. The system should also track alumni contributions, supporting institutional efforts in building and nurturing a strong alumni network.
12.	Attendance Administration	The system should allow for the entry and management of student attendance, and also facilitate the blocking of students from entering an exam room if they have not met the required attendance threshold. This ensures that attendance policies are enforced and helps maintain academic integrity and compliance with institutional regulations. Notification to students/parents with regards to attendance status (SMS and Self-service portal) SMS Notification: Non-attendance status Linkage with biometric system (enquire) Evidence for non-attendance
13.	Certificates & Document Management	The SIS should enable students to upload documents directly through the portal, ID, and certifications. Administrators must have the capability to verify and view these uploaded

		<p>documents, ensuring that all submissions are complete, accurate, and in compliance with institutional requirements. This functionality supports efficient document management and facilitates streamlined administrative processes.</p> <p>Functionality to attach highest qualification, irrespective of matric results</p> <p>Functionality: Notification of certification status to students (automated)</p>
14.	Self Service Appeals Administration	<p>The system should provide a platform for students to submit and manage appeals through the portal, including academic, disciplinary, or administrative appeals. This feature should allow students to submit their appeals with supporting documentation, track the status of their appeals, and receive notifications on decisions and next steps. Administrators must be able to review, process, and respond to these appeals efficiently within the system.</p>
15.	Disciplinary Administration	<p>The system should integrate a disciplinary administration system that allows for the blocking of students from performing certain actions, such as submitting applications, registering for courses, or viewing transcripts, if they are under disciplinary sanctions. This functionality ensures that institutional policies are enforced and provides a streamlined approach to managing disciplinary issues and their impact on student activities.</p>
16.	Reporting	<p>The system should have a proven record of generating and adhering to DHET reporting.</p>
17.	Accommodation Administration	<p>All prospective student should be able to apply/ show interest a term prior.</p> <p>Accommodation to be managed according to interest.</p> <p>System should include hostel names allowing students to choose from available accommodation.</p> <p>Form part of online application</p>
18.	Student Debtors	<p>The sub-system allows the institution to configure and manage automation of various fees for qualifications, subjects, residences and other related fees such as registration fees, SRC levies, application fees, etc.</p>

		Blacklisted students Notifications to students/ parents with regards to fees (Prior to handing over debt-to-debt collectors).
19.	Bursaries and Loans	This sub-system must allow the college to effectively manage its Bursary and Loan (Scholarship, NSFAS and Award) funds. Colleges can define categories for Accommodation, Meals, Transport etc and disbursement of allowances with various 3rd parties. Functionality: capturing students living with disabilities and academic standings that are bursary recipients (Mandatory field). System to address pre-requisites for bursary and loans.
20.	Finance code structure	This is the engine for the finance system and it allows for configuration cost centre, account, account type and transaction types i.e. a debit or credit and how it should post to GL (Summary or Details).
21.	Counter and cashbook System	The System must provide for the receiving of moneys, the issuing of ad hoc payments and the processing of cash disbursements and payments. The system must contain a comprehensive Cash Book and bank reconciliation facility
22.	Student Deposits and EFT Payment (Host to Host)	This functionality for seamless integration with the bank to enable the institution to receive student deposit every 30min or an hour updating the student account and the transmission of the EFT Payment file to the bank without user tempering with the file.
23.	Electronic Banking Interface	The sub-system allows the college to interface with the bank to receive bank statement and pay creditors and students refunds etc.
24.	Accounts Receivables	The system must facilitates the creation of debtor accounts (staff and others) and the recording of transactions such as invoices, credit notes, journals, and the generation of statements
25.	Library Function	Recording of available student text books; Viewing of stock by administration (multi-campus); Recording of library books and journeys (to students and employees)

26.	Partnership and Linkages	Functionality: Indicate partnerships and Linkages Reporting on partnership and linkages
27.	Occupational Programs	

3.2. LEARNER MANAGEMENT SYSTEM (LMS) FOR BLENDED LEARNING SUPPORT

- Service providers must demonstrate proven experience in hosting Moodle, blackboard or any relevant system and provide relevant references to verify their expertise.
- Service Providers need to indicate the degree to which their solution meets each requirement (Comply (C) / Partially Comply (PC) / Not Comply (NC)).
- Service Providers need to indicate how their solution will Satisfy each of the College's requirements

N o .	Requirements	Requirement Description	C/PC/NC
1.	Hosting	LMS must be cloud based	
2.	Enrolment by different roles	Support enrolment by lecturer, manager or administrator.	
3.	Integration:	The LMS should be able to integrate with the college's Student Information System by means of web services, APIs, etc. that include the following: <ul style="list-style-type: none"> - Course structure - Staff appointments / resignations - Student enrolment, and - Grade / mark transfers. 	

4.	Customisation and branding	The LMS must allow for individual college branding to customise their logos, colours and mottos for ease of identification by lecturers and students.	
5.	Security	The LMS must ensure that each candidate has a unique identifier for individual credentials to track usage/non usage.	
6.	Support for mobile learning	The LMS must have the compatibility to be used over different forms of devices like cell phones, tablets, iPad, smart phones, laptops and personal computers, etc	
7.	Mobile App	The LMS is accessible via a mobile application (APP).	
8.	Plagiarism Tools	The LMS does have OR can integrate with a plagiarism and similarity-testing tool.	
9.	Proctoring Tools	The LMS can integrate with assessments invigilation tools.	
10.	Uploading of standards-based e-learning	Support uploading standards-based e-learning content (SCORM compliant).	
11.	Uploading of e-learning content	Support administrators easily uploading e-learning content developed with common, standards-based authoring tools (e.g. Captivate, Camtasia, Articulate).	
12.	Viewing and replacing of SCORM files	Enable viewing and replacing SCORM files in previously published e-learning content.	
13.	Content development	Enable content development through built-in development tools and templates for creating text, graphic, interactive elements and standards-based output (SCORM).	
14.	Zero Rated	Platform should be zero-rated by major mobile network service providers (Vodacom, mtn, cell c, Telkom).	
15.	Reporting and Analytics	The platform should allow for unified reporting and analytics for ease of use, compliance and quality assurance.	

SECTION 5: PRE-EVALUATION CRITERIA

SECTION 5 (A) TECHNICAL REQUIREMENTS

Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

Phase 1: PRE-EVALUATION CRITERIA

Initial Screening Process: During this phase, bid responses will be reviewed for purposes of assessing compliance with Bid requirements including the general bid conditions, which requirements include the following:

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	
1	Submission of letters from the previous clients	Compliance Statutory	Yes	No
2	Submission of a valid tax clearance certificate as referenced in section 3 above	Compliance Statutory	Yes	No
3	Submission of company registration document as referenced in section 3 above	Compliance Statutory	Yes	No

4	Submission of ID copy for the Representative as referenced in section 3 above	Compliance Statutory	Yes	No
5	PPPFA status certificate as referenced in section 3 above	Compliance Statutory	Yes	No
6	Completion of all standard bidding document and other requirement ,as reflected in this Bid	Compliance Statutory	Yes	No
7	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
8	Technical specifications and pricing	A signed copy of the print out of each page of the electronic document	Yes	No
9	Proof of Bank Account	Cancelled cheque or signed letter from the bank	Yes	No
10	Company registration documents	Company registration documents	Yes	No
11	Tax clearance certification	An original valid tax compliance status pin	Yes	No
12	Annual Financial Statements	A copy of audited or independently reviewed annual financial statement for the recent financial year	Yes	No
13	PPPFA certification	A valid PPPFA Regulation 2022 certificate/Sworn Affidavit	Yes	No

14	Certificate of Authority of Signatory	Signed Board Resolution	Yes	No
15	Declaration of Interest	Please sign Form SBD 4.1 page 14 of this tender document	Yes	No
16	Recent CSD Report (not older than 1 month)	Provide a copy of your unique supplier number (MAAA....)	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.

Phase 2:

Technical/ Functionality Evaluation

- 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.

Other Functional/Technical Requirements

With regard to the other Functional Requirements, the following and the associated weightings will be applicable:

ELEMENT	WEIGHT
BMS Acceptable Proposal and technical team requirements met	25
Previous Experience 5 Comparable references within Limpopo with attached orders within the last 10 years (10 Points Per letter and Associated Purchase order)	50
Learner Management Team Requirements	15
Financial Capacity	10
Total	100%

Note: The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and PPPFA, in Phase 3.

Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
PPPFA Regulation 2022 <i>Refer to page 22</i>	20
Total	100

Detailed points scoring for functionality are as follows:

EVALUATION CRITERIA

Competence Achievement functionality schedule:

Table 1.1 BMS Acceptable Proposal and Technical Team Requirements Met

Description	Maximum Points	Claimed Points	Score
Business Management System Proposal	10		
Lead Analyst/Consultant. Must be suitably skilled and have CV verifiable experience for provisioning of Leaner Management Consultancy Services. Certificate or Diploma or Degree in IT or an equivalent qualification.	1 to 2 years = 5 points More than 2 years up to 3 years = 7 points More than 3 years = 10 points		
IT Consultant/Analyst Must be suitably skilled and have CV verifiable experience for provisioning of IT Services.	1 to 2 years = 1 points More than 2 years up to 3		

Certificate or Diploma or Degree in IT or an equivalent qualification.	years = 3 points More than 3 years = 5 points		
Total	25 Points Max		

Table 1.2 REPUTATION AND REFERENCE

Description	Maximum Points	Claimed Points	Score
Name reference with contact details NB: Attach confirmation letter/delivery letter for the previous relevant work done			
Confirmation letter & POs (5 Clients)	50		
Confirmation letter & POs (4 Clients)	40		
Confirmation letter & POs (3 Clients)	30		
Confirmation letter & POs (2 Clients)	20		
Confirmation letter & POs (1 Client)	10		
Total	50 Points Max		

Table 1.3 Leaner Management System Requirements Met

Description	Max points	Claimed Points	Score
Leaner Management System Requirements Met. 1 Point for Each Requirement – “Compliant”	15		
Total	15 points		

Table 1.4 Financial Capacity

Description	Max points	Claimed Points	Score
Annual Financial Statements	5		
Liquidity Ratio of 2:1 or above	5		
Total	10 points		

Table 2 SUMMARY

Description	Maximum Score	Claimed Score	Score
BMS Proposal and Technical Team Requirements Met	25		
Reputation and Reference	50		
Leaner Management System Requirements Met	15		
Financial Capacity	10		
Total	100		

The bids will be evaluated on Functionality and Price. The First stage will check whether the bidders have submitted all mandatory documents. If a tenderer fails to meet a minimum Functionality score of 70%, the tenderer may be eliminated and not considered for second stage of evaluation.

The second stage of the evaluation will be based on Price (80) and preference points for PPPFA status (20).

Mandatory technical requirements

Only bidders who have complied with all mandatory and pre-qualification requirements may be evaluated for functionality. During this phase minimum total score of 70% for functional requirements per category.

Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bides based on their submissions and the information provided.

Bidders will not rate themselves but need to ensure that all information required is supplied. The BEC will evaluate and score all responsive bids and will verify all documents submitted by the bidders.

The BEC members will individually evaluate the responses received against the criteria listed in Annexure A.

A minimum percentage score of 70% will apply for evaluation. Bidders who do not meet this pre-qualification percentage may not progress for further evaluation.

The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as fraction of the best possible score for all criteria. Only bidders who have met minimum threshold of 70% may be considered for price and PPPFA point's evaluation as indicated hereunder.

Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
PPPFA Regulation 2022 <i>Refer to page 22</i>	20
Total	100

Step 2: PPPFA Regulation 2022 level of contribution

The second step under price and PPPFA Regulation 2022 is to calculate PPPFA points for tenderers who progressed to this stage of evaluation as per below PPPFA status level of contribution.

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	1 Point
· National participants	1 Point	1 Point

Step 3: Final score

The points scored for price (step 1) will be added together with the points scored for PPPFA (step 2) to obtain the tenders total points.

Capricorn College and/ or Member/s may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's proposal. This information will be requested in writing;

Capricorn College and/ or Member/s may conduct a due diligence on any Tenderer, which may include interviewing customer references or other activities to verify a Tenderer's or other information and capabilities (including visiting the Tenderer's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Tenderers will be obliged to provide Capricorn College and/ or Member/s with all necessary access, assistance and/or information which Capricorn College and/ or Member/s may reasonably request and to respond within the given time frame set by Capricorn College and/ or Member/s;

Capricorn College and/ or Member/s will evaluate the Tenders with reference to Capricorn College set and approved evaluation criteria as indicated in the tender document.

SECTION 6: PRICE PROPOSAL

COSTING

Please note that quotation should be based on the following:

A separate Detailed Pricing Schedule may be submitted if necessary

No:	Description	Unit price	Total Price
1	System, Set up labour, inclusive of all required components		
2	Maintenance		
3	Support		
4	Yearly Licence Fee		
	Sub Total		
	Vat		
	Grand Total inclusive of VAT		

PRICING SUBMISSION AND DECLARATION BID NO. CCTVET/06/2025/05

BIDDER'S NAME: _____

PRICE INSTRUCTIONS

GENERAL INSTRUCTION FOR COMPLETING THE PRICING SCHUDELE TEMPLATE

a. Bid submission format

i. Bidders must submit the pricing submission with price declaration in the same bid document.

1.1.1 The bidder shall submit One Original copy

Bid No CCTVET/06/2025/05

Bid Closing date and time: 12 June 2025 @10h00

Name and address of bidder: 18 Market Street Polokwane

b. Currency and VAT

i. All bidders' pricing must be quoted in South African Rand; must be completed with unit price + vat if the bidder is VAT registered. (NB ensure that you submit a detailed proposal with an offer).

Dear Sir/ Madam

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 **APPOINTMENT OF SERVICE PROVIDER FOR LEARNER MANAGEMENT SYSTEM INSTALLATION AND BUSINESS MANAGEMENT SYSTEM IMPLEMENTATION AND SUPPORT** at Capricorn TVET College, cnr Market and Marshal 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 delivery of goods 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: -----