



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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CAPRICORN TVET COLLEGE

CCTVET/05/2025/05

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/TOOLS FOR A PERIOD OF 36 MONTHS.

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

BID CLOSING DATE: 12 June 2025 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 TENDER FOR 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.	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 (Gardening and Grounds Maintenance) 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 K.D Kganyago on dkganyago@capricorncollege.edu.za and cc tenders@capricorncollege.edu.za during office hours.

All technical enquiries must be directed to Ms P. Mathekga on pmathekga@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 Thursday 05 June 2025**.

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.

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/05/2025/05 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/TOOLS 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 **Thursday, 12 June 2025.**

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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SBD 7	Contract Form – Rendering of Services	31

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 (Not older than 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 South African Publisher Association (SAPA) for suppliers of textbooks only. (in case of JV – only one partner maybe registered with SAPA). This is applicable for the textbooks suppliers only
- 2.9 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).
- 2.10 Certificate of Authority of Signatory
- 2.11 Public insurance or letter of intent for third party coverage (minimum amount is R10m)
- 2.12 Certified Share Certificates of all owners/shareholders
- 2.13 Authority letter from board of directors

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 OF SERVICE PROVIDERS MAXIMUM OF THREE FOR LEARNER AND TEACHING SUPPORT MATERIAL (LTSM) WHICH INCLUDES, ISAT/CAS MATERIAL, STUDENT DEVICES, TEXTBOOKS, CONSUMABLES, LEARNER STATIONERY AND WORKSHOP MACHINERIES FOR A PERIOD OF 36 MONTHS.

Capricorn Technical, Vocational, Education and Training College is a public institution regulated by the FET Colleges Act no 16 of 2006, as amended. It was established in terms of the Further Education and Training Act, Act No .98 of 1998, declared as such by the Member of the Executive Council (MEC) for Education (Limpopo Province) in terms of a Provincial Gazette Extraordinary (dated 7 December 2001).

Capricorn TVET College is situated in the Capricorn District Municipality in Limpopo Province in South Africa. Capricorn TVET College operates within a broad band and diverse communities and comprises of the following six (4) campuses: **Polokwane, Seshego, Senwabarwana, and Ramokgopa.**

Capricorn TVET College wants to centralise the LTSM for the period of 36 months effective from date of appointment. This came as results of serious delay on the delivery of the textbooks and another consumables for practical which have impact on the planning of the college calendar year. College wants to form the panel of service providers to supply and deliver the LTSM. The panel will be up to three service providers, but College may consider maybe two (2) more suppliers depending on the needs and the list of the service providers who qualified if they will be able to cater the requirements of the College. The additional 2 service providers are not guaranteed but will depend on the tested capacity if the requirements of the College will be met.

This will be determined by the tendering committees during the evaluation processes if college really need this additional capacity. The college will appoint the service providers for the textbooks from only service providers that have experience in the textbooks field. The capacity in terms of financial muscle will be tested. For the consumables and other items, college may appoint the service providers that worked in that particular field. The panel maybe made by the three service providers but one being the textbooks suppliers and others being the service providers in the field of consumables, Workshop tools and Machinery, devices and others. In order for this panel to be considered a complete panel, minimum of one service provider must be specialised with textbooks, and other service providers must be specialised in consumable supply and delivery.

College may appoint partially part of this project or not appoint at all without any reason given to potential suppliers. Furthermore, college may appoint one supplier to deal with textbooks and others to deal with other services within the panel or appoint service provider on both textbooks and other consumables as stipulated.

The LTSM includes, but not limited to,

1. Textbooks including study guides
2. Electronic devices/gadgets
3. Consumables
4. Workshop tools and equipment
5. Other students related teaching and learning materials

Textbooks and study guides

The bid specification committee agreed the list of the textbooks to be used are as per the approved list from the DHET. The books are subject to change based on the curriculum changes and it is therefore agreed that the pricing for the books will be based on the publisher's price plus the distributor markup margin. The markup margin of the distributors may not be more than 30% of what the publishers are charging. The 30% came because of the transportation cost, management fee, distribution cost, administration cost and profit margin. The distributors should interact with the publishers, and they should secure the textbooks on behalf of the college and make them available within 5 days of confirmation of the orders. Distributors must price the books by only giving the percentage margin to the cost of the publisher. College has prices of all publishers. The quantity of the textbooks is not guaranteed, and it is subject to the number of the students registered in that particular year or trimester/semester. The order will be based on the confirmed registered number of students. College will only accept the quotations with maximum of the 30% margin on cost or lower. Service providers are encouraged to compete on markup percentage.

Electronic devices/ gadgets

College is going to purchase the gadgets to all students. In the initial stage, college will buy gadgets to all registered students and going forward will only buy gadgets for all newly registered students. The purchasing of gadgets is only once off. The students are expected to use their gadgets for the period that they will be studying at the college. The quantity of the gadgets is not guaranteed. This will depend on the number of the new students registered at the college on that particular year. The specification may change due to upgrade of the gadgets and the discontinuation of model. In case where the discontinuation of gadgets happens, the successful service providers will enter negotiations with the college about the new pricing. The evidence of the new price must be presented from the manufacturer. The adjustment should be reasonable, and market related. The mark-up percentage should only be for one quantity because the quantity to be ordered is unknown at this stage. The quantity will only be confirmed upon having registered students at the beginning of the year. The service providers will only deliver upon receiving the signed official order from the college.

Consumables (ISATS and others)

College annually purchases the consumables in various format. Some of the consumables are known to the college and some are unknown due to curriculum changes. College took a decision to advertise this and contract the service providers to supply and deliver the consumables for students practical. This came as a result of the delay on delivery of the consumable which affect the planned practical of the college especially the ISATS which are linked to the national exams.

The college shall appoint the service providers that have experience in the consumables for the period of 36 months.

Pricing – this will be based on a mark-up percentage of cost. The quantities on these items are immaterial at this stage because the actual quantities will be determined by the number of the students registered for that particular year.

The service providers are requested to use the markup percentage on cost of manufacturers. The maximum markup percentage that the college is willing to accept is 30% on the manufacturers cost. Proof of the cost of the manufacturers cost will be needed upon submitting the invoices.

Workshop machineries and equipment

College will at some point buy the workshop equipment. The purchasing of the equipment is subject to a need arising and availability of funds. Normally, the equipment are purchased when needed. There is no prescribed assets or equipment needed but the college decided to place an order with the service providers because the equipment will be needed in future. The pricing of the equipment or assets will be subject to the manufacturers cost plus the distributor markup marginal percentage. The service providers are requested to price using the percentage on cost. The service providers will be appointed on the basis of the percentage margin on cost of the manufacturers' cost. The service providers will be requested to submit the invoice of the manufacturers confirming the cost together with their invoice when submitting their invoices. The maximum markup percentage that will be acceptable by the College will be 30% maximum. The service providers will compete on markup percentage and their pricing should be in a percentage format. Pricing should be in letterhead of the company clearly stipulated.

Other students related teaching and learning materials

There are many items which are classified under LTSM which sometimes are unknown. Time to time, academic department request the items which are related to teaching and learning. These items are then classified under LTSM. College took a strategic decision of appointing service providers that will be providing all those items that relates to teaching and learning. SCM office, through the office of CFO will propose to the principal to approve the request to purchases (RTP) that are believed to be classified under LTSM to be redirected to the service providers that will be appointed to deal with LTSM through this tendering process. If these items are not listed on the list of this document but are classified as LTSM, the appointed service providers will be given a opportunity to supply and deliver these items and allowed to add markup percentage. The markup percentage will be part of this proposal.

Pricing of unknown items that are classified as LTSM – all service providers are requested to submit their proposal in a form of mark up percentage. The maximum acceptable percentage for markup that the college is willing to accept is 30%. Service providers are requested to quote using the markup percentage and will be requested to submit the invoice of their manufacturers when submitting their invoices for payments. College reserve the right to test the market if the submitted invoices are believed to be unfair.

This process will help the institution to speed up the process of delivery so that the college can meet the targeted planned dates as per calendar.

Pricing methods.

The potential service providers are required to price according to their desired mark up Percentage capped to a maximum of 30%, but have an option of pricing textbooks and leave the consumables if the consumables are not their area of specialisation or price both. If the suppliers quoted on textbooks, they should quote on everything relating to the textbooks, same goes with the consumables. If suppliers specialised with consumables, they should quote on everything relating to the consumables if not they will be disqualified and regarded as none responsive bidder.

In the event whereby the LTSM is not mentioned in this document, the appointed service providers will be requested to quote on that specific item. If the College suspect that the price is not reasonable, College reserve right to request other service providers outside of this panel just to benchmark price and use the price to negotiate with the selected panel service providers. At some instances, the College reserve the rights to request the panel member to provide the manufacturer price and allow suppliers to add the markup that is not over 30% of the manufacturer cost. The proposed markup will be up to 30% based on the items like, transportation cost, labour cost, regulations cost (bi-laws requirements), items cost, profit margin, and etc. The final markup percentage will be agreed between the College and service providers if the item/s was/were not included in this specification.

Evaluation criteria

There are three stages of evaluations, and all bidders are subject to these stages, namely, compulsory requirements, functionality requirements and price & specific goals.

Phase 1: Eligibility / Pre-qualification criteria:

The purpose of this criteria is to evaluate the bidders on their eligibility, largely based on their structure and organisational design.

Bidders will be evaluated according to pre-qualification requirements which include the submission of mandatory information or documentation. Bidders that fail to meet the pre-qualification requirements of the bid will not be considered further for evaluation on technical requirements

- Annual financial statements for the year (*Signed by Member/Director and Accounting Officer/Auditor or reviewer*) depending on type of company
- Business registration document (CIPC)
- CIPC Annual return for 2024 financial year
- Authority letter from board of directors
- Certified ID copies of the Directors/members/partners (not over 6 months old). No copy of certified copy will be accepted
- South African Publisher Association (SAPA) for suppliers of textbooks only. (in case of JV – only one partner maybe registered with SAPA). This is applicable for the textbooks suppliers only.
- Valid SARS Pin
- Certified Share Certificates of all owners/shareholders
- Central Database Report (CSD Not older than 1 month)
- Letter of good standing with Department of Labour (COIDA)
- Original tender document fully completed and free from material mistakes and initialled all pages.
- Public insurance or letter of intent for third party coverage (minimum amount is R10m)

For Joint venture – all parties should submit all the compulsory requirements except SAPA (one party may submit), VAT - (JV VAT should be registered upon award but the price should include the VAT in their proposal)

Additional Recommended Documents

- Company Profile
- Comprehensive Project Proposal
- Attach executive Members portfolio background (CV and certified qualifications)
- Three or more relevant references (as per format provided below)
- Copy of valid SANAS B-BBEE certificate or a valid B-BBEE certificate issued by the Companies and intellectual Property Commission, or a valid Sworn affidavit signed by the representative and attested by a Commissioner of Oath for JV =BBBEE should be joint rating.

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

Item	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	Cancelled cheque or signed letter from the bank	Yes	No
5	Company registration documents	Company registration documents inclusive of CIPC Annual return for latest financial year	Yes	No
6	Tax clearance certification	An original valid tax compliance status pin	Yes	No
7	Annual Financial Statements	A copy of audited or independently reviewed annual financial statement for the recent financial year	Yes	No
8	PPPFA certification	A valid PPPFA certificate/Sworn Affidavit	Yes	No
9	Certificate of Authority of Signatory	Signed Board Resolution	Yes	No
10	Declaration of Interest	Please sign Form SBD 4.1 page 14 of this tender document	Yes	No
11	Recent CSD Report (Not older than 3 months)	Provide a copy of your unique supplier number (MAAA...).	Yes	No
12	COIDA valid letter of good standing	Valid letter of good standing	Yes	No
13	South African Publisher Association (SAPA) for suppliers of textbooks only.	This is applicable for the textbooks suppliers only.	Yes	No
14	Public insurance or letter of intent for third party coverage (minimum amount is R10m)	Valid Public Liability/ Third Party Coverage	Yes	No

15	Company Profile	Company Profile detailing Organogram	Yes	No
16	Certified Share Certificates of all owners/shareholders	Signed Share Certificate	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 / Functional evaluation:

The purpose of this criteria is to evaluate the bidders on their technical competencies. 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 Specific Goals.

- Three letters of intentions from major publishers/authors of the prescribed textbooks clearly indicate the support to the potential service provider = 15
- Three letters of intentions from the consumables of manufacturers/device/workshop tools and Machinery for the prescribed consumables clearly indicate the support to the potential service provider = 15
- Three references letters in the relevant field format attached = 15
- Project manager – BA degree in project management or library or related disciplines with experience in publishing or library = 5
- Project manager – BA degree in project management or related disciplines with experience in consumables/devices/machineries = 5
- Liquidity ratio 2:1 or higher (for both textbooks and consumable/machineries/devices) = 15
- Equity ownership minimum of 30% of the overall asset book of the company (for both textbooks and consumable/machineries/devices) = 15
- Delivery Methodology - (*Bidders must demonstrate their presence in the town/cities where the Capricorn TVET sites are located. This could be in the form but not limited to subcontracting, joint venture, supply arrangements or partnerships. Sourcing strategies, partnership with the manufacturers and turnaround time that is 5 working days upon receiving the order.*) = 10
- Company background (in publishing business/consumable/devices/ workshop machineries) = 5

Bidders should score minimum of 70 points to qualify for Mark-up and specific goals evaluation.

Phase 3: Price/Mark-up Percentage and Specific goals evaluation:

The purpose of this criteria is to evaluate the bidders based on the Mar-up and Specific goals. Mark-up and Specific goals evaluation. All bids that achieve the minimum qualifying score of 80% for functionality (acceptable bids) will be evaluated further in terms of mark-up and specific goals, as follows:

Mark-up and Specific goals score Preference Points allocated.

The specific goals points = 20 or 10
 (this project maybe more than R50m or less so the 90/10 or 80/20 maybe allowed)

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

Project Timelines

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

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/05/2025/05 - 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/05/2025/05- 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/05/2025/05- 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 1.1 • Three letters of intentions from major publishers/authors of textbooks.

Bidders are required to submit •Three letters of intentions from major publishers/authors of the textbooks, if applicable	Max points	Claimed Points	Score
One letter submitted	5 Points		
Two Letters Submitted	10 Points		
Three Letters Submitted	15 Points		
Total	15 points		

Table 1.2 • Three letters of intentions from major manufacturers of LTSM Consumables/Machineries and Gadgets.

Bidders are required to submit •Three letters of intentions from major Manufacturers of the LTSM consumables/Machinery and Gadgets, if applicable	Max points	Claimed Points	Score
One letter submitted	5 Points		
Two Letters Submitted	10 Points		
Three Letter Submitted	15 Points		
Total	15 points		

Table 1.3 • Three letters indicating Bidder’s Past Experience.

Bidders are required to submit Three references letters in the relevant field in format prescribed	Max points	Claimed Points	Score
One letter submitted	5 Points		
Two Letters Submitted	10 Points		
Three Letters Submitted	15 Points		
Total	15 points		

Table 1.4 Bidder’s Personnel with Relevant Experience.

Bidder’s Personnel with Relevant Experience.	Max points	Claimed Points	Score
• Project manager – BA degree in project management or library or related disciplines with experience in publishing or library	5		
• Project manager – BA degree in project management or related disciplines with experience in consumables/devices/machineries	5		
Total	10 points		

Table 1.5 Financial Capacity

<i>The bidder must demonstrate financial capacity and this will be evaluated on the following criteria as per submitted AFS.</i>	Max points	Claimed Points	Score
• Liquidity ratio 2:1 or higher (for both textbooks and consumable/machineries/devices)	15		
• Equity ownership minimum of 30% of the overall asset book of the company (for both textbooks and consumable/machineries/devices)	15		
Total	30 points		

Table 1.6 Technical Capacity

The bidder must demonstrate technical capacity and this will be evaluated on the following criteria	Max points	Claimed Points	Score
• Delivery Methodology	10		
• Company background (in publishing business/consumable/devices/ workshop machineries)	5		
Total	15 points		

SUMMARY OF POINTS SCORED

NO:	ELEMENT	WEIGHT	Claimed Points	Score
1.1	Three letters of intentions from major publishers/authors of textbooks.	15		
1.2	Three letters of intentions from major manufacturers of LTSM Consumables/Machineries and Gadgets.	15		
1.3	Three letters indicating Bidder's Past Experience.	15		
1.4	Bidder's Personnel with Relevant Experience.	10		
1.5	Financial Capacity	30		
1.6	Technical Capacity	15		

Total		100 points		
--------------	--	-------------------	--	--

Pricing/Mark -up

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

	Category	
	MARK UP PERCENTAGE ON COST	
<u>Textbooks</u>	%	Write NOT APPLICABLE if you are not going to supply
Consumables	%	Write NOT APPLICABLE if you are not going to supply
Workshop Tools & Machineries	%	Write NOT APPLICABLE if you are not going to supply
Learner Stationery	%	Write NOT APPLICABLE if you are not going to supply
LTSM Gadget	%	Write NOT APPLICABLE if you are not going to supply

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 (Mark-Up % on Cost) open for acceptance for a period of 90 days from the date of submission of the offers valid for the 36 months Period of the contract.

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: -----