

Physical Address
Umzimvubu Goats
Complex
Hospital Road
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Private Bag X 511
Mount Ayliff
South Africa
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Tel Number
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Fax Number
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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

TENDER DOCUMENT

BID NO: ANDA 06/2026/2027

THE APPOINTMENT OF A CONSULTANT TO FACILITATE THE DEVELOPMENT OF TRAINING MANUALS FOR QCTO ACCREDITATION QUALIFICATIONS AWARDED TO ALFRED NZO DEVELOPMENT AGENCY

ANDA seeks:

ANDA HEREBY INVITE BIDS FROM SUITABLY QUALIFIED SERVICE PROVIDERS FOR THE **THE APPOINTMENT OF A CONSULTANT TO FACILITATE THE DEVELOPMENT OF TRAINING MANUALS FOR QCTO ACCREDITATION QUALIFICATIONS AWARDED TO ALFRED NZO DEVELOPMENT AGENCY**

CLOSING DATE: 07 SEPTEMBER 2026

CLOSING TIME: 12H00

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Contents

TENDER VOLUME PART T1:	2
TENDER DATA T1.2	6
TENDER VOLUME PART T2: RETURNABLE DOCUMENTS	18
CONTRACT VOLUME PART C1: AGREEMENT AND CONTRACT DATA	42
PART C1	45
C1.1.1 CONDITIONS OF CONTRACT	45
C1.2 Contract Data: Data Provided by Employer	54
CONTRACT VOLUME PART C2: PRICING DATA	57
TERMS OF REFERENCE	58
2. PROJECT OBJECTIVE	Error! Bookmark not defined.
3. SCOPE OF WORK	Error! Bookmark not defined.
4. PROJECT METHODOLOGY	Error! Bookmark not defined.
5. DELIVERABLES AND OUTPUTS	Error! Bookmark not defined.
6. PROJECT DURATION	Error! Bookmark not defined.
7. REPORTING PROCEDURE	Error! Bookmark not defined.
8. IMPORTANT SUBMISSIONS	Error! Bookmark not defined.
9. SERVICE LEVEL AGREEMENT	Error! Bookmark not defined.
10. PROJECT MANAGEMENT	Error! Bookmark not defined.

PART A

TENDER VOLUME PART T1:

TENDERING PROCEDURES

Tenders are invited from suitably qualified professional service providers to prepare and submit proposals for the social facilitation at Emfundisweni Skills Development Centre .

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DOCUMENTATION

The Bid Documents available free of charge on ANDM website and via emails ,kindly send an email to sompao@anda.org.za to obtain the tender document (& please make sure you state the project name of the document you are requesting).

NOTES TO PROSPECTIVE BIDDERS

All prospective Bidders shall be registered / eligible to register on the Alfred Nzo Development Agency Database.

- All bids submitted should remain valid for a period of **90 days after** the bid closing date.
 - Valid SARS pin number confirmation certificate (pin number / tax clearance certificate to be included).
 - Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months / lease agreement where applicable / proof of residence from a ward councillor
 - Certified copies of BBBEE certificate issued by a Verification Agency accredited by SANAS or a Sworn Affidavit in relation to the BBBEE status of the company.
 - Copies of ID Documents and all submitted certificates must be certified with a certification that is not older than 3 months.
 - The bid will be evaluated according to the preferential procurement model in the Preferential Procurement Policy Framework Act. **The bidders' attention is drawn to Form MBD 6.1.**
- Failure to submit will result in zero points score for BBBEE status level**
- Company profile with traceable references
 - Joint Venture (JV) agreement should be in JV agreement format and attach all JV relevant documentation
 - Letter of good standing from the Bank for all the tender price above R10 million
 - The Alfred Nzo Development Agency is not bound to accept the lowest or any bidder
 - Bids received after the published closing date will not be considered and will not be opened
 - **All bidders should complete MBD 1, MBD 4, MBD 8, MBD9 (MBD's can be downloaded**

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under the ANDA website www.anda.org.za)

- All prospective service providers of goods and services and infrastructure procurement are to be registered on Central Database to do business with all organs of state in the Republic of South Africa.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2000 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Received Responsive Bids shall be evaluated based on the following criteria:

- Stage 1 – Functionality
- Stage 2 – Specific Goals

Only Bidders who score 70% or more on stage 1 will be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	
Capacity to execute the work	100
Previous Experience	20
Capacity and expertise	80
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINT	
Specific Goals	20
Price	80
TOTAL	100

BID CLOSING DATE

Completed Bids / Proposals in sealed envelopes endorsed “**THE APPOINTMENT OF A CONSULTANT TO FACILITATE THE DEVELOPMENT OF TRAINING MANUALS FOR QCTO ACCREDITATION QUALIFICATIONS AWARDED TO ALFRED NZO DEVELOPMENT AGENCY**”

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shall be deposited in the **Bid Box** at Alfred Nzo Development Agency offices, 1400 Hospital Road, Umzimvubu Goats Complex, EmaXesibeni not later than 12h00 on **07SEPTEMBER 2026**, where bids shall be opened in public shortly afterwards in ANDA Boardroom. Bidders must take note that where a correction is made the Bidder should append a signature. All Bids should be completed in black ink and the use of a correction fluid is NOT permitted at all and shall lead to disqualification. Bids completed in pencil will be disqualified. Late, incomplete, electronic, telegraphic, telexed faxed bids shall not be considered. The lowest or any proposal shall not necessarily be accepted and Alfred Nzo Development Agency reserves right to accept or not to accept any proposal either in whole or in part.

BID ENQUIRES

Enquiries should be directed to Project Co-ordinator **Ms F Nketshisa** on **039 492 0011 / 083 846 7527** email: nketshisaf@anda.org.za for all project related queries or may be directed to SCM Manager, Ms. **O. Somp**a on **039 492 0011 / 066 440 7301** or email: sompao@anda.org.za for all SCM related queries.

Prospective bidders are invited to submit one proposal for consideration by the Agency. ANDA reserves the right to accept wholly or partially or to reject bids submitted.

Alfred Nzo Development Agency

ERF 1400 Hospital Road

Umzimvubu Goats Complex

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N.B: The National Anti-Corruption Hotline in South Africa is 0800 701 701

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TENDER DATA T1.2

F.1 General

F.1.1 Actions

ANDA and each Bidder submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity and behave equitably, honestly and transparently.

F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

F.1.3 Interpretation

- **F.1.3.1** The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.
- **F.1.3.2** These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.
- **F.1.3.3** For the purposes of these conditions for the calling for tender, the following definitions apply:
 - a) **Comparative offer** means the tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration.

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- b) **Corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
- c) **Fraudulent practice** means the misrepresentation of the facts in order to influence the tender process and the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.
- d) **Quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

F.1.4 Communication and ANDA's Agent

Each communication between ANDA and a Bidder shall be to or from the ANDA's Agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from Bidder. The name and contact details of ANDA's Agent are stated below:

ANDA's Agent:
Ms O. Somp
Head: SCM & Procurement
Alfred Nzo Development Agency
1400 Hospital Road, Umzimvubu Goats Complex,
Private Bag X511
EmaXesibeni, 4735
Tel: +27(039) 492 0011
ANDA's address for delivery of Bid Documents: erf 1400 Ntsizwa Street, Hospital Road
Umzimvubu Goats Complex, Mount Ayliff 4735
Location of Tender Box: ANDA's Reception Area
Identification details: The Bid Document must be contained in a sealed envelope marked BID
NO: ANDA 06/2025/2026, THE APPOINTMENT OF A CONSULTANT TO FACILITATE THE
DEVELOPMENT OF TRAINING MANUALS FOR QCTO ACCREDITATION QUALIFICATIONS
Lumko Mtimde
Chief Executive Officer
Alfred Nzo Development Agency
1400 Hospital Road, Umzimvubu Goats Complex
EmaXesibeni, 4735
BID NO: ANDA 06/2026/2027
Closing date and time: 07 September 2026 @12H00

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Name of Bidder:
Physical Address:
Postal Address:
Contact details:
Tender documents must be deposited in the Municipal Entity's Tender Box before the Closing date .

F.1.5 ANDA's right to accept or reject any tender offer

- **F.1.5.1** ANDA may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The ANDA shall not accept or incur any liability to a Bidder for such cancellation and rejection, but will give written reasons for such action upon written request to do so.
- **F.1.5.2** The ANDA may not, subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

F.2 Bidder's Obligations

F.2.1 Eligibility

The Bidder shall submit a tender offer only if the Bidder satisfies the criteria stated in the tender data and the Bidder, or any of its employees, are not under any restriction to do business with ANDA.

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F.2.2 Cost of tendering

The Bidder shall accept that the ANDA shall not compensate the Bidder for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

F.2.3 Check documents

Check the tender documents on receipt for completeness and notify the ANDA of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

F.2.7 Clarification meeting

Attend, when required, a clarification meeting at which Bidders may familiarize themselves with aspects of the proposed services and raise questions, if any.

F.2.8 Seek clarification

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Request clarification of the tender documents, if necessary, by notifying ANDA at least five working days before the closing time stated in the tender data.

F.2.9 Insurance

N/A

F.2.10 Pricing the tender offer

- **F.2.10.1** Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.
- **F.2.10.2** Show VAT payable by ANDA separately as an addition to the tendered total of the prices.
- **F.2.10.3** Provide rates and prices that are fixed for the duration of the contract and only subject to the Law Society of South Africa tariff changes.
- **F.2.10.4** The rates or prices shall be in the South African Rand.

F.2.11 The Bidder shall not make any alterations or additions to the tender documents, except to comply with instructions issued by ANDA or necessary to correct errors made by the Bidder. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

F.2.12 Alternative tender offers

- **F.2.12.1** Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the Bidder proposes.
- **F.2.12.2** Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to ANDA.

Submitting a Tender Offer F.2.13

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- **F.2.13.1** Submit a tender offer to provide the whole of the works or services identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.
- **F.2.13.2** Return all returnable documents to ANDA after completing them in their entirety by writing in black ink.
- **F.2.13.3** Submit parts of the tender offer communicated on paper as an original together with the number of copies stated in the tender data, with an English translation of any documentation in a language other than English.
- **F.2.13.4** Sign the original and all copies of the tender offer where required in terms of the tender data. ANDA shall hold all authorized signatories liable on behalf of the Bidder.
- **F.2.13.5** Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the ANDA's address and identification details stated in the tender data, as well as the Bidder's name and contact address.
- **F.2.13.6** Seal the original tender offer and copy packages together in an outer package that states on the outside only ANDA's address and identification details as stated in the tender data.
- **F.2.13.7** Accept that ANDA shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by ANDA as non-responsive.

F.2.15 Closing time

F.2.15.1 Ensure that ANDA receives the tender offer at the address specified in the tender data not later than the closing date and time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. ANDA shall **not** accept tender offers submitted by telegraph, telex, facsimile or e-mail.

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F.2.15.2 Accept that, if ANDA extends the closing date and time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

F.2.16 Tender offer validity

- **F.2.16.1** Hold the tender offer valid for acceptance by ANDA at any time during the validity period stated in the tender data after the closing time stated in the tender data.

F.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from ANDA during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the total of the prices or substance of the tender offer is sought, offered, or permitted. The total of the prices stated by the Bidder shall be binding upon the tenderer.

Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred Bidder following a competitive selection process, should ANDA elect to do so.

F.2.18 Provide other material

- **F.2.18.1** Provide, on request by ANDA, any other material that has a bearing on the tender offer, the tenderer's commercial position (including incorporation agreements), referencing arrangements, or samples of materials, considered necessary by ANDA for the purpose of a full and fair risk assessment. Should the Bidder not provide material or a satisfactory reason as to why it cannot be provided within the time for submission stated in the ANDA's request, ANDA may regard the tender offer as non-responsive.
- **F.2.18.2** Dispose of samples of materials provided for evaluation by ANDA, where required.

F.2.19 Inspections, tests and analysis

N/A

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F.2.20 Submit securities, bonds, policies, etc.

N/A

F.2.21 Check final draft

Check the final draft of the contract provided by ANDA within the time available for ANDA to issue the contract.

F.2.22 Return of other tender documents

If instructed by ANDA, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

F.2.23 Certificates

Include in the tender submission or provide ANDA with any certificates as stated in the tender data.

F.3 ANDA's undertakings

F.3.1 Respond to clarification

Respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all Bidders who drew procurement documents.

F.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each Bidder during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a Bidder applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all Bidders who drew documents.

F.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the Bidder concerned.

F.3.4 Opening of tender submissions

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Reg nr: 2008/00953/30

- **F.3.4.1** Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted shall not be opened.
- **F.3.4.2** Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each Bidder whose tender offer is opened, the total of his prices, if any.
- **F.3.4.3** Make available the record outlined in F.3.4.2 to all interested persons upon request.

F.3.5 Non-disclosure

Not to disclose to tenderers or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

F.3.6 Grounds for rejection and disqualification

Determine whether there has been any effort by a Bidder to influence the processing of tender offers and instantly disqualify a Bidder (and its tender offer) if it is established that it has engaged in corrupt or fraudulent practices.

F.3.8 Test for responsiveness

- **F.3.8.1** Determine, on opening and before detailed evaluation, whether each tender offer properly received:
 - a) Complies with the requirements of these Conditions of Tender,
 - b) Has been properly and full completed and signed, and
 - c) Is responsive to the other requirements of the tender documents.
- **F.3.8.2** A responsive tender is one that conforms to all the terms, conditions and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the ANDA's opinion, could:
 - a) Detrimentially affect the scope, quality or performance of the works or services identified in the

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scope of work,

- b) Change ANDA's or the tenderer's risks and responsibilities under the contract, or
- c) Affect the competitive position of other bidders presenting responsive tenders, if it were to be rectified.
- d) Reject a non-responsive tender offer and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

F.3.9 Arithmetical errors

F.3.9.1 Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- b) If bills of quantities (or schedule of quantities or schedules of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the Bidder will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

F.3.9.2 Consider the rejection of a tender offer if the Bidder does not correct or accept the correction of its arithmetical errors in the manner described in F.3.9.1.

F.3.10 Clarification of a tender offer

Obtain clarification from a Bidder on any matter that could give rise to ambiguity in a contract arising from the tender offer.

F.3.11 Evaluation of tender offers

- **F.3.11.1 General**

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate it using the tender evaluation method that is indicated in the

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Tender Data and described below: Score financial offers, preferences and quality, as relevant, to two decimal places.

- **F.3.11.2 Scoring Financial Offers**

The percentage scored for price should be calculated as follows:

- The lowest acceptable bid/proposal will obtain the maximum percentage allocated for price.
- The other bids/proposals with higher prices will proportionately obtain lower percentages based on the following formula:

$$P_s = 80 \left(1 - \left(\frac{P_t - P_{min}}{P_{min}} \right) \right)$$

- **F.3.11.3 Scoring quality (functionality)**

Each panel member should award values for each individual criterion on a score sheet.

F.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and/or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

F.3.13 Acceptance of tender offer

- **F.3.13.1** Accept tender offer only if the Bidder complies with the legal requirements stated in the Tender Data.
- **F.3.13.2** Notify the successful bidder of ANDA's acceptance of its tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data or agreed additional period, if any. Providing the form of offer and acceptance does not contain any qualifying statements, it shall constitute the conclusion of a contract between ANDA and the successful Bidder as described in the form of offer and acceptance.

F.3.14 Prepare contract documents

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If necessary, revise documents that shall form part of the contract and that were issued by ANDA as part of the tender documents to take account of:

- a) Addenda issued during the tender period.
- b) Inclusion of some of the returnable documents.
- c) Other revisions agreed between the employer and the successful tenderer.
- d) The schedule deviations attached to the form of offer and acceptance, if any.

F.3.15 Issue final contract

Prepare and issue the final draft of contract documents to the successful bidder for acceptance as soon as possible after the date of ANDA's signing of the form of offer and acceptance (including the schedule of deviations, if any). Only those documents that the conditions of tender require the Bidder to submit, after acceptance by ANDA, shall be included.

F.3.16 Complete adjudicator's contract

N/A

F.3.17 Provide copies of the contracts

Provide to the successful Bidder the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

F.3.18 Tender offers shall only be considered if:

- a) The Bidder has in his/her possession an original valid Tax Clearance Certificate issued by the South African Revenue Services (SARS).
- b) The Bidder or any of its directors is not listed on the Register of Tender 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; and
- c) The Bidder has not:
 - i. Abused the Employer's Supply Chain Management System; or
 - ii. Failed to perform on any previous contract and has been given a written notice to this

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effect.

TENDER VOLUME PART T2: RETURNABLE DOCUMENTS

T2.1 List of Returnable Documents

The following returnable schedules constitute the List of Returnable Documents for this tender.

Returnable Schedules required for tender evaluation purposes

- T2.2 A Certificate for Authority of Signatory
- T2.2 B Declaration claiming Quality Points entitlement
- T2.2 C Declaration of Tax Compliance
- T2.2 D Declaration of Bidder's Past Supply Chain Management Practices
- T2.2 E N/A
- T2.2 F N/A
- T2.2 G Proof of Professional registration
- T2.2 H CV's of team members
- T2.2 I Company Experience with similar services
- T2.2 J Certified copy of B-BBEE certificate
- T2.2 K Valid Tax Clearance SARS Certificate
- T2.2 L Company Shareholding Details
- T2.2 M Proof of Office Residence
- T2.2 N Proposal

T2.2 A Certificate for Authority of Signatory

Indicate the status of the Bidder by ticking the appropriate box hereunder. The Bidder must complete the certificate set out below for the relevant category.

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A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for company

I, _____, a Director of _____, hereby confirm that by resolution of the board (copy attached) taken on _____20____, Mr/Ms _____, acting in the capacity of _____, is authorised to sign all documents in connection with this tender and any Contract resulting from it on behalf of the company.

I further declare that the information provided in the tender is true and correct and documentary proof regarding any tendering issue will, when required, be submitted to the satisfaction of Alfred Nzo Development Agency.

As Witnesses:

1. _____
2. _____

Should the Bidder have, in the opinion of Alfred Nzo Development Agency (ANDA), acted fraudulently, illegally, in bad faith or in any improper manner with regard to the tender, then ANDA may, in its sole discretion:

- Ignore any tenders without advising the Bidder thereof
- Cancel the Contract without prejudice to any legal rights ANDA may have.

Should the Bidder disregard this or conduct affairs in a way that transgresses the Alfred Nzo Development Agency Code of Conduct, this could seriously impair future business relations between the Alfred Nzo Development Agency and such Bidder

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B. Certificate of Partnership

We, the undersigned, being the partners in the business trading as

_____ hereby authorize Mr/Ms
_____, acting in the capacity of _____ to sign all
documents in connection with tender and any contract resulting from it on our behalf.

I further declare that the information provided in the tender is true and correct and documentary proof regarding any tendering issue will, when required, be submitted to the satisfaction of Alfred Nzo Development Agency.

NAME	SURNAME	DESIGNATION (e.g. Director)	SIGNATURE

NOTE: This certificate is to be completed and signed by all of the partners upon whom rests the direction of the affairs of the Partnership as a whole.

Should the Bidder have, in the opinion of the Alfred Nzo Development Agency, acted fraudulently, illegally, in bad faith or in any improper manner with regard to the tender, then the Alfred Nzo Development Agency may, in its sole discretion:

- Ignore any tenders without advising the Bidder thereof
- Cancel the Contract without prejudice to any legal rights ANDA may have.

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C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms _ _ _ _ _ , authorised signatory of the company _ _ _ _ _ , acting in the capacity of lead partner, to sign this tender and any Contract resulting from it on our behalf.

The authorization is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

We further declare that the information provided in the tender is true and correct and documentary proof regarding any tendering issue will, when required, be submitted to the satisfaction of the Alfred Nzo Development Agency.

We have examined Annexure F: Joint Venture Disclosure Form of the Employer's procurement policy and will upon request by the Employer provide a completed and signed copy of it.

Name of Firm	Address	Authorizing signature, Name & Capacity
Lead partner		

Should the Bidder have, in the opinion of the Alfred Nzo Development Agency, acted fraudulently, illegally, in bad faith or in any improper manner with regard to the tender, then the Alfred Nzo Development Agency may, in its sole discretion:

- Ignore any tenders without advising the Bidder thereof
- Cancel the Contract without prejudice to any legal rights ANDA may have.

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Should the Bidder disregard this or conduct affairs in a way that transgresses the Alfred Nzo Development Agency Code of Conduct, this could seriously impair future business relations between the Alfred Nzo Development Agency and such Bidder.

D. Certificate for Sole Proprietor

I, _____, hereby confirm that I am the sole owner of the business trading as _____.

I further declare that the information provided in the tender is true and correct and documentary proof regarding any tendering issue will, when required, be submitted to the satisfaction of Alfred Nzo Development Agency.

As witnesses:

1. _____
2. _____

Should the Bidder have, in the opinion of the Alfred Nzo Development Agency, acted fraudulently, illegally, in bad faith or in any improper manner with regard to the tender, then the Alfred Nzo Development Agency may, in its sole discretion:

- Ignore any tenders without advising the Bidder thereof
- Cancel the Contract without prejudice to any legal rights ANDA may have.

Should the Bidder disregard this or conduct affairs in a way that transgresses the Alfred Nzo Development Agency Code of Conduct, this could seriously impair future business relations between the Alfred Nzo Development Agency and such Bidder.

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E. Certificate for Close Corporation

We, the undersigned, being the members of the business

_____ hereby authorise Mr/Ms

_____ acting in the capacity of _____ to sign all documents in connection with this tender and any Contract resulting from it.

We further declare that the information provided in the tender is true and correct and documentary proof regarding any tendering issue will, when required, be submitted to the satisfaction of the Alfred Nzo Development Agency.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the members upon whom rests the direction of the affairs of the Close Corporation as a whole.

Should the Bidder have, in the opinion of the Alfred Nzo Development Agency, acted fraudulently, illegally, in bad faith or in any improper manner with regard to the tender, then the Alfred Nzo Development Agency may, in its sole discretion:

- Ignore any tenders without advising the Bidder thereof
- Cancel the Contract without prejudice to any legal rights ANDA may have.

Should the Bidder disregard this or conduct affairs in a way that transgresses the Alfred Nzo Development Agency Code of Conduct, this could seriously impair future business relations between the Alfred Nzo Development Agency and such Bidder.

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T2.2 B Declaration claiming Quality Points entitlement

Failure to complete and sign this page will result in no quality points being assigned to this tender.

The proposals will be evaluated in two stages, namely:

The bids will be evaluated in two stages, namely:

- Stage 1 - Functionality
- Stage 2 - Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	WEIGHT
<u>STAGE 1: CAPACITY TO EXECUTE WORK</u> Methodology (clear project approach / plan need to be attached) The service provider is expected to provide a Comprehensive methodology covering implementation, learner support, workplace learning, assessment, moderation, risk management and reporting comprehensive A comprehensive methodology with project initiation, project management, project milestones, time management, with specific time frames and project costs. <u>Key Personnel</u> Detailed information for the Team Leader such as CVs and certified qualifications, ID copies and their accreditations Qualifications and experience: • Bachelor of Business Administration with at least 5 years' experience in in related business Skills development. <u>Project Team</u> Detailed information for the Project Leaders such as CVs and certified qualifications, ID copies and their accreditations Qualifications and experier accreditations: - Facilitator (10) -1x assessor and (10)	20 20 30

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-1 x moderator	(10)	
2x Company proof of accreditation with QCTO		20
Company experience for professional services in Facilitating QCTO Accreditation		10
(Completion certificate's or Reference letter's):		
• Two (2) completion certificates / reference letters.	(10)	
• One (1) completion certificates / reference letters.	(05)	
<u>STAGE : PRICE & PREFERENCE POINTS</u>		
Price		80
Preferential Goal - COMBINATION OF ANY GOALS		20
SPECIFIC GOAL : COMBINATION OF ANY GOAL	Attach to claim maximum points	Criteria Points
Business owned more than 50% by Priority population groups (Black/Indian etc.)	CIPC certificate, Certified ID, detailed CSD	10
Business owned more than 50% by Women	CIPC certificate, Certified ID, detailed CSD	5
Business located in rural areas	Proof of residence and Affidavit	5
TOTAL WEIGHT		20

Upon request by the Employer, the Bidder undertakes to provide adequate documentation to fully justify his points claim. Failure to provide any justification shall result in the tender being rejected. The Employer may evaluate the justification documentation independently and shall in such cases, in his evaluation of the tender, determine, at his sole discretion, the quality points applicable.

Bidder.....

Signature of Bidder

Date

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T2.2 C Declaration of Tax compliance

This declaration must be completed in all respects. Failure to complete this declaration that the tax and levy affairs of the Bidder are satisfied in terms of the relevant Acts or that suitable arrangements have been made with the Receiver of Revenue, will invalidate the tender. The validity of this document will be verified with the Receiver of Revenue before a Contract is awarded.

SOUTH AFRICAN REVENUE SERVICE/ Alfred Nzo Development Agency		Contract No.															
DECLARATION OF GOOD STANDING REGARDING TAX																	
PARTICULARS																	
1. Name of Taxpayer/Bidder:																	
2. Trade Name:																	
3. Identification No.																	
4. <table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	
4. Company / CC Reg. No.																	
<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	
5. Income Tax Ref. No.																	
<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	
6. VAT Reg. No.																	
<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	
DECLARATION																	
It is hereby declared that the Income Tax, Value Added Tax (VAT) and Alfred Nzo Development Agency Levy obligations of the above-mentioned taxpayer(s), which includes the rendition of returns and payments of the relevant taxes have been satisfied in terms of the relevant Acts; or That suitable arrangements have been made with the Receiver of Revenue and the Alfred Nzo Development Agency to satisfy them.																	
..... Signature Capacity Date																	

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Please note: *the declaration (ii) cannot be made unless formal written arrangements have been made with the Receiver of Revenue and/or ANDA with regard to any outstanding revenue/tax returns or levies. The levy declaration applies only to ANDA levy payers.

Bidder.....

Signature of Bidder

Date

T2.2 D Declaration of Bidder's Past Supply Chain Management Practices

1. This Municipal Entities Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b) been convicted for fraud or corruption during the past five years;
 - c) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register, enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		

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4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

T2.2 E Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

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Section 3: Professional registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name	Identity number	Personal income tax number

Complete only if sole proprietor or partnership and attach separate page if more than 3 partners.

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation

Tax reference number

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Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- ☐ a member of any municipal council
- ☐ a member of any provincial legislature
- ☐ a member of the National Assembly or the National Council of Province
- ☐ a member of the board of directors of a municipal entity
- ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- ☐ a member of an accounting authority of any national or provincial public entity
- ☐ an employee of Parliament or a provincial entity or any municipal entity legislature.

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	(Tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

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Section 7: Record of spouses, children and parents in the service of the state.

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- ☐ a member of any municipal council
- ☐ a member of any provincial legislature
- ☐ a member of the National Assembly or the National Council of Province
- ☐ a member of the board of directors of a municipal entity
- ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- ☐ a member of an accounting authority of any national or provincial public entity

an employee of Parliament or a provincial entity or any municipal entity legislature

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	(Tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

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The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- a) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services to ensure that my / our tax matters are in order;
- b) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- c) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- d) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- e) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____

Name _____ Position _____

Company name _____

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T2.2 F Proof of Professional Registration

(Attach certified copies of professional registration)

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T2.2 G CV's of Team Members

(Attach CV's and certified copies of qualification)

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T2.2 H Company Experience with similar projects details FORM

PROJECT NAME	DESCRIPTION OF MATERIAL TYPE SUPPLIED	PROJECT TERM		PROJECT VALUE (ZAR)	EMPLOYER DETAILS			
		Year Started	Year Completed		Name of employer	Name of Employer Rep	Phone No	Fax No

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T2.2 J Certified copy of BBBEE Certificate

(Attach certified copy OR sworn affidavit)

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T2.2 | Valid Tax Clearance SARS Certificate

(Attach original)

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T2.2 K Company Shareholding Certificate and Supporting Details

(Attach certified copies of company Shareholding Certificate (CK), IDs of Shareholders and Proof of disability of a Shareholder where applicable)

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T2.2 L Provide Office(s) Physical Address(es)

(Attach proof of address)

Physical Address
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T2.2 M Proposal

(Attach proposals / including rates)

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CONTRACT VOLUME PART C1: AGREEMENT AND CONTRACT DATA

C1.1 Form of Offer and Acceptance

Offer

ANDA, as identified in the acceptance signature block, has solicited offers to enter into a Contract for **THE APPOINTMENT OF A CONSULTANT TO FACILITATE THE DEVELOPMENT OF TRAINING MANUALS FOR QCTO ACCREDITATION QUALIFICATIONS AWARDED TO ALFRED NZO DEVELOPMENT AGENCY DEVELOPMENT** for a period of 05 months.

The Bidder, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....

Rand (in words);

R..... (In figures)

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the tender data, whereupon the Bidder becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

Signature..... **Name**:

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Capacity.....

For the Bidder:

.....

.....

(Name and domicilium citandi of organization)

Name and Signature of Witness:

Date:

Acceptance

- a) By signing this part of this Form of Offer and Acceptance, ANDA accepts the Bidder's offer. In consideration thereof, ANDA shall pay the Service Provider the amount due in accordance with the conditions of Contract identified in the Contract Data. Acceptance of the Bidder's offer shall form an agreement between ANDA and the Bidder upon the terms and conditions contained in this agreement and in the Contract that is the subject of this agreement.
- b) The terms of the Contract, are contained in:
- PART C1 Agreements and Contract Data, (which includes this agreement)
 - PART C2 Pricing Data
 - PART C3 Scope of work
- c) Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Bidder and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this

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Reg nr: 2008/009093/30

agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

- d) The Bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the ANDA's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.
- e) Notwithstanding anything contained herein, this agreement comes into effect on the date when the Bidder receives one fully completed, signed copy of this document, including the schedule of deviations (if any). Unless the Bidder (now Service Provider) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding Contract between the parties.

Signature (s).....

Name(s).....

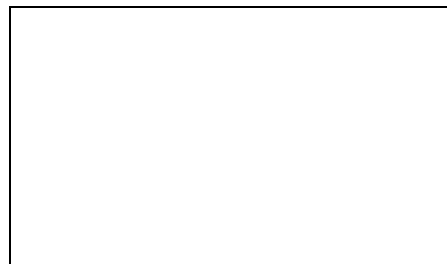
Capacity.....

FOR ALFRED NZO DEVELOPMENT AGENCY, 1400 HOSPITAL ROAD, UMZIMVUBU GOATS COMPLEX, EMAXESIBENI, 4735

AYLIFF, 4735

Name and Signature of Witness:

Date:



OFFICIAL STAMP:

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PART C1

C1.1.1 CONDITIONS OF CONTRACT

1. C1.1.1.1 GENERAL CONDITIONS OF CONTRACT (GCC)

NOTES:

The purpose of this document is to:

- i. Draw special attention to certain general conditions applicable to government Bids, contracts and orders; and
- ii. To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract (GCC) will form part of all Bid documents and may not be amended.

Special Conditions of Contract (SCC) relevant to a specific Bid, supplement the GCC. Whenever there is a conflict, the provisions in the SCC shall prevail.²

1. Definitions

1. The following terms shall be interpreted as indicated:

- **“Acceptable bid”** means any bid, which, in all respects, complies with the specifications and conditions of the bid as set out in the bid document.
- **“ANDA”** means Alfred Nzo Development Agency.
- **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of State for the provision of goods, works or services.
- **“Black enterprise”** means an enterprise that is 50,1% owned by black persons and where there is substantial management control. Ownership refers to economic interest while management refers to the membership of any board or similar governing body of the enterprise.

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- **“Black empowered enterprise”** means an enterprise that is at least 25,1% owned by black persons and where there is substantial management control. Ownership refers to economic interests. Management refers to executive directors. This is whether the black enterprise has control or not.
- **“Black people”** includes all African, Coloured or Indian persons who are South African citizens by birth or by descent or who were naturalised prior to the commencement of the constitution in 1993. In addition, the term also includes black people who became South African citizens after the constitution’s commencement but who would have been able to be naturalised prior to this, were it not for the Apartheid laws which prohibited naturalisation of certain persons. This means that an African, Coloured or Indian person who was not a South African citizen before the commencement of the constitution in 1993 but who would have been entitled to apply to be naturalised prior to 1993, will also be considered a black person and therefore a beneficiary of BEE.
- **“Black women-owned enterprise”** means an enterprise with at least 25,1% representation of black women within the black equity and management portion.
- **“Closing date and time”** means the date and hour specified in the bidding documents for the receipt of bids.
- **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- **“Contract”** means the written agreement entered into between the Municipality and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- **“Contract price”** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations
- **“Control”** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business

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- **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution
- **“Day”** means calendar day.
- **“Delivery” means** execution of duties in compliance with the conditions of the contract or order.
- **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- **“Equity Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.
- **“Force majeure”** means an event beyond the control of the Bidder and not involving the Bidder’s or negligence and not foreseeable. Such events may include, but is not restricted to, protests against ANDA in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions etc.
- **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- **“GCC”** means the General Conditions of Contract.
- **“Historically Disadvantaged Individual (HDI)”** means a South African citizen.
 - 1..1 who, due to the Apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act 200 of 1993) (“the interim Constitution); and/or
 - 1..2 who is female; and/or
 - 1..3 who has a disability: provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.
- **“Management”** means an activity inclusive of control and performed on a daily basis, by any

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Reg nr: 2008/009093/30

person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

- **“Order”** means an official written order issued for the rendering of services.
- **“Owned”** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
- **“Person”** includes reference to a juristic person.
- **“Rand value”** means the total estimated value of a contract in Rand denomination that is calculated at the time of the bid invitations, and includes all applicable taxes and excise duties.
- **“Republic”** or **“RSA”** means the Republic of South Africa.
- **“RFP”** means Request for Proposal.
- **“RFT”** means Request for Tender.
- **“RFQ”** means Request for Quotation.
- **“SCC”** means the Special Conditions of Contract.
- **“Secretary”** means the Secretary to Parliament.
- **“Services”** means those functional services ancillaries to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- **“Specific contract participation goals”** means the goals as stipulated in the Preferential Procurement Regulations, 2001. In addition to above-mentioned goals, the Regulations [12. (1)] also make provision for organs of State to give particular consideration to procuring locally manufactured products.
- **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
- **“Written”** or **“in writing”** means handwritten in ink or any form of electronic or

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mechanical writing.

2. Application

- These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- Unless otherwise indicated in the bidding documents, the Municipal entity shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

4. Standards

- The services rendered shall conform to the professional standards regulating the profession.

5. Use of contract documents and information; inspection

5.1 The Service Provider shall not, without ANDA's prior written consent, disclose the contract, or any provision thereof or any specification, information furnished by or on behalf of ANDA in connection therewith, to any person other than a person employed by the Service Provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

5.2 The Service Provider shall not, without the ANDA's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the

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property of the ANDA and shall be returned (all copies) to ANDA on completion of the Service Provider's performance under the contract.

5.4 The Service Provider shall permit ANDA to inspect the Service Provider's records, relating to its performance and to have them audited by Auditors appointed by ANDA, if so required.

6 Patent rights

6.1 The Service Provider shall indemnify ANDA against all third-party claims of infringement of patent, trademark, or industrial design rights that may arise.

7 Performance security

N/A

8 Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that services to be rendered should at any stage during execution or on completion be subject to inspection.

9 Packing

N/A

10 Delivery and documents

10.1 Documents to be submitted by the Service Provider are specified in the tender document.

11 Insurance

N/A

12 Transportation

N/A

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13 Incidental services

N/A

14 Spare parts

N/A

15 Warranty

N/A

16 Payment

16.1 Payments shall be made promptly by ANDA no later than thirty (30) days after submission of an invoice or claim by the Service Provider.

16.2 Payment shall be made in Rand.

17 Prices

17.1 Prices charged by the Service Provider for services performed under the contract shall not vary from the prices quoted by the supplier in its bid.

18 Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the contracting parties.

19 Assignment

19.1 The Service Provider shall not brief or assign in whole or in part, its obligations to perform under the contract, except with the ANDA's prior written consent.

20 Subcontracts

N/A

21 Delays in the supplier's performance

N/A

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22 Penalties

N/A

23 Termination for default

N/A

24 Anti-dumping and countervailing duties and rights

N/A

25 Force Majeure

25.1 Notwithstanding the provisions of GCC the Service Provider shall not be liable for failure to render services to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the Service Provider shall promptly notify ANDA in writing of such condition and the cause thereof. Unless otherwise directed by ANDA in writing, the Service Provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance.

26 Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27 Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between ANDA and the Service Provider in connection with or arising out of the contract, the parties shall

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Reg nr: 2008/009093/30

make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either ANDA or the Service Provider shall give notice to the other party of its intention to commence with Mediation. No Mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of Mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure as agreed between ANDA, the Service Provider and the independent intermediary.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- b) ANDA shall pay the Service Provider any monies due the supplier.

28 Limitation of liability

N/A

29 Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30 Applicable law

30.1 The contract shall be interpreted in accordance with South African laws.

31 Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such

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Reg nr: 2008/009093/30

aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32 Taxes and duties

32.1 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid, ANDA must be in possession of a tax clearance certificate, submitted by the Bidder. This certificate must be an original issued by the South African Revenue Services (SARS).

33 Ownership and Copyright

33.1.1 The copyright of products, of whatever nature, commissioned and produced in terms of this agreement, and that have been paid for by the Employer are owned exclusively by the purchaser.

C1.2 Contract Data: Data Provided by Employer

- **C1.2.1 Part 1: Data provided by the Employer**

Clause	Data
1	ANDA: The Employer is the Alfred Nzo Development Agency The authorized and designated representative of the ANDA is: Lumko Mtimde Acting Chief Executive Officer Alfred Nzo Development Agency The Employer's address for receipt of communications is: Alfred Nzo Development Agency 1400 Hospital Road, Umzimvubu Goats Complex Private Bag X511

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1	Period of Performance: All services shall be completed within the time frames set out in the final project programme to be drawn up jointly between ANDA and the Service Provider.
3.14.1	The final programme shall be submitted within 7 working days of the award of the contract.
9.1	Copyright shall vest with ANDA

- **C1.2.2 Part 2: Data provided by the Service Provider**

Clause	Contract Data
1.	The Service Provider is: Address: Trading As (if applicable): VAT registration number: Bank Name:

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	Branch Name & Code: Bank account number : The Service Provider's contact details and address for receipt of communications is: Telephone: Facsimile: E-mail: Address:
5.3	Name of designated representative: Professional registration Category: Professional registration number:

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CONTRACT VOLUME PART C2: PRICING DATA

(Attach price breakdown)

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Reg nr: 2008/009093/30

TERMS OF REFERENCE

1. BACKGROUND

The Alfred Nzo Development Agency (ANDA) is a municipal entity established to promote socio-economic development, skills development, enterprise development, and job creation within the Alfred Nzo District Municipality. As part of its mandate to improve the employability of unemployed youth and support workforce development initiatives, ANDA implements accredited education, training and skills development programmes in partnership with government departments, Sector Education and Training Authorities (SETAs), municipalities, state-owned entities, private sector organisations and other strategic stakeholders.

ANDA has successfully secured accreditation as a Skills Development Provider (SDP) with the Quality Council for Trades and Occupations (QCTO) for the following Occupational Qualifications:

- Occupational Certificate: Water Process Controller (Qualification ID 102255)
- Occupational Certificate: Municipal Finance Manager (Qualification ID 118775)
- Occupational Certificate: Organisational Risk Practitioner (Qualification ID 94222)

To effectively implement these occupational qualifications and maintain compliance with QCTO accreditation requirements, ANDA requires comprehensive, high-quality and curriculum-aligned learning materials that meet the standards prescribed by the QCTO and relevant Assessment Quality Partners (AQPs).

The development of occupational learning materials is a critical requirement for programme implementation, learner support, assessment, moderation and workplace-based learning. The learning materials must adequately cover the Knowledge Modules, Practical Skills Modules and Work Experience Modules prescribed in the curriculum documents and must be aligned to the curriculum structure and assessment specifications approved by the QCTO.

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Reg nr: 2008/00953/30

ANDA therefore seeks to appoint a suitably qualified and experienced Service Provider to develop, align, quality assure and package training materials for the above-mentioned occupational qualifications in accordance with QCTO standards and best practices in occupational learning.

The successful Service Provider will be expected to develop complete and implementation-ready learning material packages that will enable ANDA to immediately roll out training programmes, conduct learner assessments, facilitate workplace learning and support learner progression towards External Integrated Summative Assessment (EISA).

The assignment must include curriculum analysis, instructional design, development of learning and assessment materials, quality assurance, validation and packaging of all materials in editable and electronic formats.

The learning materials developed under this assignment shall become the sole property of Alfred Nzo Development Agency and must be delivered with full intellectual property rights transferred to ANDA upon project completion.

The successful bidder will be expected to ensure that all learning materials are:

- Fully aligned to QCTO curriculum requirements.
- Developed in accordance with occupational qualification specifications.
- Suitable for classroom, workplace and blended learning environments.
- Practical, user-friendly and learner-centred.
- Supported by assessment and moderation tools.
- Ready for implementation immediately upon approval by ANDA.

The project forms part of ANDA's broader strategy to strengthen institutional training capacity, expand access to occupational skills programmes and contribute towards sustainable skills development and economic growth within the Alfred Nzo District and the Eastern Cape Province.

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Reg nr: 2008/009093/30

1. PROJECT OBJECTIVE

The objectives of this project are: The objective of this project is to appoint a suitably qualified and experienced Service Provider to develop, align, quality assure and package QCTO-compliant training materials for ANDA's accredited Occupational Qualifications, namely:

- Occupational Certificate: Water Process Controller (Qualification ID 102255)
- Occupational Certificate: Municipal Finance Manager (Qualification ID 118775)
- Occupational Certificate: Organisational Risk Practitioner (Qualification ID 94222)

The project seeks to ensure that all learning materials are fully aligned with QCTO curriculum requirements, support learner development and workplace learning, facilitate assessment and moderation processes, and enhance ANDA's capacity to deliver occupational qualifications in accordance with QCTO standards.

2. SCOPE OF WORK

The appointed service provider shall:

The appointed Service Provider will be required to develop, align, quality assure, and package QCTO-compliant training materials for ANDA's accredited occupational qualifications. The scope of work shall include, but not be limited to, the following:

3.1 Curriculum Analysis and Alignment

- Review QCTO curriculum documents and qualification specifications.
- Analyse qualification requirements, knowledge modules, practical skills modules, and work experience modules.

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Reg nr: 2008/009093/30

- Ensure all training materials are fully aligned with QCTO standards and curriculum requirements.

3.2 Development of Training Materials

Develop complete training material packages for the following qualifications:

- Occupational Certificate: Water Process Controller (Qualification ID 102255)
- Occupational Certificate: Municipal Finance Manager (Qualification ID 118775)
- Occupational Certificate: Organisational Risk Practitioner (Qualification ID 94222)

3.3 Learning and Assessment Resources

Develop and provide:

- Learner Guides
- Facilitator Guides
- Learner Workbooks
- Assessment Guides
- Assessment Instruments and Memoranda
- Practical Assessment Guides
- Internal Moderation Guides
- Presentation Slides

3.4 Workplace Learning Materials

Develop:

- Workplace Experience Logbooks

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- Workplace Mentor Guides
- Workplace Observation Checklists
- Workplace Assessment Tools
- Portfolio of Evidence (PoE) Templates
- Learner Progress Tracking Tools

3.5 Quality Assurance and Validation

- Conduct quality assurance of all developed materials.
- Ensure alignment with QCTO curriculum requirements and assessment specifications.
- Review, edit, validate and proofread all materials before submission.
- Incorporate feedback from ANDA and relevant subject matter experts.

3.6 Packaging and Handover

The Service Provider shall submit:

- Editable MS Word versions of all materials.
- PDF copies of all materials.
- Learning Material Matrix for each qualification.
- Curriculum Alignment Report.
- Quality Assurance Report.
- Final Training Material Package ready for implementation.

The successful Service Provider shall ensure that all materials are implementation-ready, learner-centred, assessment-focused, and compliant with QCTO requirements for occupational qualification delivery.

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3. PROJECT METHODOLOGY

The bidder must provide a comprehensive methodology demonstrating how the extension of scope accreditation process and learning material development will be undertaken. The methodology must clearly indicate activities, timelines, deliverables, quality assurance mechanisms, and stakeholder engagement processes.

The proposed methodology shall include, but not be limited to, the following phases:

Phase 1: Project Initiation and Planning

The appointed service provider shall:

- Conduct an inception meeting with ANDA project team.
- Review ANDA's existing accreditation status and institutional capacity.
- Develop a detailed project implementation plan with timelines and milestones.
- Identify accreditation gaps and compliance requirements for the proposed qualifications.
- Establish communication and reporting protocols.

Phase 2: Gap Analysis and Compliance Assessment

The service provider shall:

- Assess ANDA's readiness against QCTO accreditation requirements.
- Review existing Quality Management System (QMS) policies and procedures.
- Identify infrastructure, equipment, staffing and workplace requirements.
- Prepare a compliance improvement plan.

Phase 3: Development and Alignment of Learning Materials

The service provider shall:

- Develop qualification-specific learning materials aligned to QCTO curriculum documents.

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- Develop learner guides, facilitator guides, assessment guides and moderation guides.
- Develop workplace logbooks and practical assessment instruments.
- Ensure all learning materials comply with QCTO and Assessment Quality Partner requirements.

Phase 4: Accreditation Documentation and Application Preparation

The service provider shall:

- Compile and complete all QCTO accreditation application documents.
- Prepare self-evaluation reports and supporting evidence.
- Compile assessor and moderator information.
- Complete learning material matrices and workplace approval documentation.
- Submit all accreditation documents to QCTO on behalf of ANDA.

Phase 5: Quality Assurance and Accreditation Support

The service provider shall:

- Liaise with QCTO and relevant Assessment Quality Partners.
- Address all accreditation queries and requests for additional information.
- Assist ANDA in implementing corrective actions arising from evaluations.
- Prepare ANDA for desktop and physical verification visits.

Phase 6: Site Visit Preparation and Accreditation Approval

The service provider shall:

- Conduct mock accreditation audits.
- Verify that all compliance requirements have been met.
- Provide support during QCTO site verification visits.
- Facilitate the resolution of findings and non-conformances.
- Follow up until accreditation approval is obtained.

Phase 7: Project Close-Out and Capacity Building

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The service provider shall:

- Conduct a final handover session with ANDA.
- Transfer all accreditation and learning material files.
- Provide training and orientation to designated ANDA officials on accreditation maintenance requirements.
- Submit a final project completion report.

Phase 8: Quality Assurance

The successful bidder must implement quality assurance measures throughout the project, including:

- Internal quality reviews of all accreditation documents.
- Verification of compliance against QCTO accreditation criteria.
- Review and validation of learning materials by subject matter experts.
- Regular progress meetings with ANDA.
- Submission of monthly progress reports detailing achievements, risks and mitigation measures.

4. DELIVERABLES AND OUTPUTS

The service provider shall be deemed to have successfully completed the project upon delivery of:

- Development of complete QCTO-compliant training material packages for the Occupational Certificate: Water Process Controller (Qualification ID 102255).
- Development of complete QCTO-compliant training material packages for the Occupational Certificate: Municipal Finance Manager (Qualification ID 118775).
- Development of complete QCTO-compliant training material packages for the Occupational Certificate: Organisational Risk Practitioner (Qualification ID 94222).
- Learner Guides for all qualifications.
- Facilitator Guides for all qualifications.

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- Learner Workbooks for all qualifications.
- Presentation Slides for all qualifications.
- Assessment Guides for all qualifications.
- Assessment Instruments and Memoranda for all qualifications.
- Formative Assessment Activities for all qualifications.
- Practical Assessment Instruments for all qualifications.
- Integrated Assessment Activities for all qualifications.
- Internal Moderation Guides for all qualifications.
- Moderation Checklists and Moderation Report Templates.
- Workplace Experience Logbooks for all qualifications.
- Workplace Mentor Guides for all qualifications.
- Workplace Observation Checklists for all qualifications.
- Workplace Assessment Instruments.
- Portfolio of Evidence (PoE) Templates for all qualifications.
- Learner Progress Tracking Tools.
- Workplace Monitoring and Evaluation Tools.
- Training Implementation Plans.
- Learner Attendance Registers.
- Learning Material Matrix for each qualification.
- Curriculum Alignment Matrix for each qualification.
- Curriculum Alignment Report demonstrating compliance with QCTO curriculum requirements.
- Quality Assurance and Validation Report confirming compliance with QCTO and AQP standards.
- Proofreading and Editing Report.
- Final Training Material Package in editable Microsoft Word format.
- Final Training Material Package in PDF format.
- Electronic copies of all materials and supporting documents.
- Project Close-Out Report detailing activities undertaken, deliverables completed, challenges encountered, and recommendations.

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- Develop workplace learning tools and logbooks that enable effective monitoring, recording, and verification of workplace experience and practical learning activities.

Transfer of all intellectual property rights and ownership of the developed materials to Alfred Nzo Development Agency (ANDA).

5. PROJECT DURATION

The project shall be completed within a period of **six (6) months** from the date of appointment of the service provider.

6. REPORTING PROCEDURE

It is expected that regular progress reports will be submitted to ANDA. The Project Manager has the right to change the frequency of reporting as and when necessary. Progress report will be required for every milestone or deliverable of the project as per the project proposal.

7. IMPORTANT SUBMISSIONS

- Detailed methodology with project initiation, project management, project milestones, time management, quality assurance and clear outcomes with specific time frames and project costs.
- Team Leader must be a Training development specialist with at least 3 years' experience in training, coaching and mentorship (Specialist must attach CV with qualifications)
- The Service Provider must be accredited with QCTO and must submit proof thereof (Valid Accreditation Certificates)
- Submission of Clear financial breakdown with the proposal.
- The potential bidder must be registered with national treasury central supplier database (CSD). CSD report must be attached.

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- Bid documents must be signed and duly completed, together with all declaration of interest/ standard bidding documents (MBD's 1,4, 6.1, 8, and 9).
- Provide and attach a copy of company registration certificate.
- Attach certified copies of IDs of directors and project team, certification must not be older than 3 months
- The potential bidder must attach valid tax clearance / pin number
- Company profile with the relevant experience and track record.
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder and any of its directors to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months/ Proof of residence/Lease agreement and Affidavit.
- Joint Venture agreement should be in JV agreement format (If applicable)

8. SERVICE LEVEL AGREEMENT

The successful training provider and the Alfred Nzo Development Agency will sign a Service Level Agreement with clear Project Milestone prior to commencement of works.

9. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. ANDA will deal with the contracted service provider and not with subcontracted consultants.

10. SELECTION AND EVALUATION CRITERIA

ANDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and Specific Goals.

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Price and Preference goal will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals.

The proposal will be evaluated in two stages, namely:

- **Stage 1- Capacity to Execute Work**
- **Stage 2 - Price and Preference Point system (Goal)**

Proposal will be evaluated in terms of the SCM Policy of Alfred Nzo Development Agency and shall be applied as follows: -

- **Price – 80**
- **Specific Goal– 20**
- The following criteria will be considered for the appointment of a successful Service provider(s).

ITEM	WEIGHT
<u>STAGE 1: CAPACITY TO EXECUTE WORK</u> Methodology (clear project approach / plan need to be attached) The service provider is expected to provide a Comprehensive methodology covering implementation, learner support, workplace learning, assessment, moderation, risk management and reporting comprehensive A comprehensive methodology with project initiation, project management, project milestones, time management, with specific time frames and project costs. <u>Key Personnel</u> Detailed information for the Team Leader such as CVs and certified qualifications, ID copies and their accreditations Qualifications and experience: • Bachelor of Business Administration with at least 5 years' experience in in related business Skills development. <u>Project Team</u> Detailed information for the Project Leaders such as CVs and certified	20 20

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qualifications, ID copies and their accreditations		30
accreditations:		
- Facilitator	(10)	
-1x assessor and	(10)	
-1 x moderator	(10)	
2x Company proof of accreditation with QCTO		20
Company experience for professional services in Facilitating QCTO Accreditation		10
(Completion certificate's or Reference letter's):		
• Two (2) completion certificates / reference letters.	(10)	
• One (1) completion certificates / reference letters.	(05)	
<u>STAGE : PRICE & PREFERENCE POINTS</u>		
Price		80
Preferential Goal - COMBINATION OF ANY GOALS		20
SPECIFIC GOAL : COMBINATION OF ANY GOALS	Attach to claim maximum points	Criteria Points
Business owned more than 50% by Priority population groups (Black/Indian etc.)	CIPC certificate, Certified ID, detailed CSD	10
Business owned more than 50% by Women	CIPC certificate, Certified ID, detailed CSD	5
Business located in rural areas	Proof of residence and Affidavit	5
TOTAL WEIGHT		20

Each provider must score a minimum of 70% to proceed to the next stage.