


REQUEST FOR PROPOSAL (“RFQ”)

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CAREER GUIDANCE SERVICES



Bid Number	EWSETA/RFQ/034/2022
Bid Scope	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CAREER GUIDANCE SERVICES
Issue Date	THURSDAY 23 JUNE 2022
Non-compulsory Briefing Session	N/A
Closing Date for submission of bids	THURSDAY 30 JUNE 2022 at 13:00hours
Inquiries (All inquiries should be in writing)	<u>scmadmin@ewseta.org.za</u>



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1. BACKGROUND INFORMATION

The EWSETA is a statutory body established through the Skills Development Act of 1998 to facilitate skills development in the Energy and Water sectors. An important mandate for the EWSETA is the supply of career guidance services in both rural and urban areas.

The EWSETA requires the services of an organisation with experience in managing career guidance activities, as well as excellent relationships with provincial Departments of Basic Education across the country. The supplier will be required to deliver on the scope of work as detailed below.

2. SCOPE OF WORK

The service provider should be able to provide the following services:

Item 1 – Career Guidance Eastern Cape

- School visits to 6 rural schools and one career guidance capacitation session for LO teachers in same area as the schools visited;
- School visits to 6 urban schools and one career guidance capacitation session for LO teachers in same area as the schools visited.

Item 2 – Career Guidance Free State

- School visits to 6 rural schools and one career guidance capacitation session for LO teachers in same area as the schools visited;
- School visits to 6 urban schools and one career guidance capacitation session for LO teachers in same area as the schools visited.

At each school, the following is required and your total bid cost should include all the below requirements:

- Liaison with the relevant Departments of Basic Education;
- Provision of basic career guidance by a 'fun/vibey' presenter able to engage effectively with young people;
- For each school visited, a letter of confirmation completed and signed by the school Principal indicating amongst others, the rural/urban location, number of learners engaged, number of career guides distributed etc and showing the school stamp will be required;
- Source venue for LO teacher capacitation workshop to be held;
- Lunch and refreshments for LO teacher capacitation workshops;
- Registers signed by all LO Teachers who attend the capacitation workshops;
- All logistics;
- Photographs (taking POPI Act into consideration);
- Production of 2-minute AV for each area visited (two separate AVs);
- Your transport and accommodation costs.
- Detailed post event report per Province, **14 days after completion of career guidance events in each Province**. Post report must include all preparation conducted, tracked project plans, signed school letters, registration lists, inventory breakdown of what was distributed and quantity and all photographs and edited and raw footage for the AV

Item 3 – Science Capacitation Sessions – Northern Cape

	Week 1 Monday, 3 October to Friday 7 October 22 (5 days) 9am to 1pm	Week 2 Monday, 24 October to Friday, 28 October 22 (5 days) 9am to 1pm	Notes
No of Grade 12 learners	100 learners	100 learners	Same learners
Fun/vibey person to act as MC/facilitator	1 Person	1 Person	Ideally same person
Educator to lead revision sessions	1 educator	1 educator	Same educator We require a highly competent science educator to facilitate these sessions
Tutors to assist learners with practical activities	5 tutors	5 tutors	
Venue	One central venue in identified area able to accommodate 100 learners sitting at desks	One central venue in identified area able to accommodate 100 learners sitting at desks	Same venue for both sessions
Mid-morning refreshment	120 pax Fruit juice/tea/coffee Biscuits	120 pax Fruit juice/tea/coffee Biscuits	
Lunch	120 pax 1 x sandwich 1 x fruit juice 1 x piece of fruit	120 pax 1 x sandwich 1 x fruit juice 1 x piece of fruit	
Transport stipend	R50/learner/day R5000	R50/learner/day R5000	Each learner will receive R50 at the end of each day

Item 4 – Maths Capacitation Sessions – Northern Cape

	Week 1 Monday, 3 October to Friday 7 October 22 (5 days) 9am to 1pm	Week 2 Monday, 24 October to Friday, 28 October 22 (5 days) 9am to 1pm	Notes
No of Grade 12 learners	100 learners	100 learners	Same learners
Fun/vibey person to act as MC/facilitator	1 Person	1 Person	Ideally same person
Educator to lead revision sessions	1 educator	1 educator	Same educator We require a highly competent Maths educator to facilitate these sessions
Tutors to assist learners with practical activities	5 tutors	5 tutors	
Venue	One central venue in identified area able to accommodate 100 learners sitting at desks	One central venue in identified area able to accommodate 100 learners sitting at desks	Same venue for both sessions
Mid-morning refreshment	120 pax Fruit juice/tea/coffee Biscuits	120 pax Fruit juice/tea/coffee Biscuits	
Lunch	120 pax 1 x sandwich 1 x fruit juice 1 x piece of fruit	120 pax 1 x sandwich 1 x fruit juice 1 x piece of fruit	
Transport stipend	R50/learner/day R5000	R50/learner/day R5000	Each learner will receive R50 at the end of each day

The following costs need to be factored into items 3 and 4 above

- Liaison with Department of Basic Education in the Northern Cape;
- Fees paid to educators and tutors;
- Detailed project plans;
- Breakdown of the Maths and Science Grade 12 curriculum that will be tutored;
- All logistics;
- Academic performance in the subject that the learner participates in for each set of exams prior to workshops and then each learner's final mark for that subject;
- Photographs (taking POPI Act into consideration);
- Production of 3-minute AV (this AV will cover both the Maths and Science capacitation sessions);
- Your transport and accommodation costs;
- Detailed report within two weeks of completion of items 3 and 4.

Item 5 – Supply of learning material

Allow an amount of R100 000 to purchase learning material for items 3 and 4 above

Item 6 – Promotional Items

- 440 x 135gsm t-shirts with two colour print on front and one colour print on left sleeve
- 220 x Bag-3617 Trojan Backpack with full colour screen print
- 220 x basic stationery sets comprising: pencil bag – 30cm ruler – black pen – blue pen – 2 x pencils – 1 x sharpener
- 110 Oxford Helix mathematical sets
- 100 x 165gsm t-shirts with two colour print on front and one colour print on left sleeve

Item 7 – LO Teacher Capacitation Workshops Gauteng

- 2 x LO teacher Capacitation Workshops in areas identified by Gauteng Department of Basic Education.

At each workshop, the following is required and your total bid cost should include all the below requirements:

- Liaison with Department of Basic Education in Gauteng;
- All logistics;
- Fun/vibey MC to keep LO teachers engaged during workshop;
- Source venues for LO teacher capacitation workshops to be held;
- Lunch and refreshments for LO teacher capacitation workshops;
- Photographs (taking POPI Act into consideration);
- Registers signed by all participants;
- Your transport costs.

3. EVALUATION CRITERIA

8.1 Stage 1: Pre-Qualification Criteria

8.1.1 Submission of Compulsory Documents:

Prospective bidders must comply with the requirements and submit all required documents indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.

8.1.1.1 Prospective bidders are required to provide proof of registration with the Central Supplier Database by submitting the CSD report. In case of a Joint Venture, each party must provide proof of registration with CSD.

8.1.1.2 Completed and signed Standard Bidding Documents attached to the bid.

8.1.1.3 In case of a Joint Venture, a written agreement between the parties which must clearly set out the roles and responsibilities of each member and include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.

8.1.2 Non-compulsory documents

Prospective bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria may be disqualified.

8.1.2.1 Submit a valid Tax Clearance Certificate/ Tax Pin. A prospective bidder must ensure that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on CSD. It is therefore a condition of this bid that the tax matters of the bidder be in order at the time of award. Failure of the bidder for not complying with their tax matters at the time of award will result in the bidder being disqualified.

8.1.2.2 Certified copy of B-BBEE Certificate. A Joint Venture will qualify for the B-BBEE status level as a legal entity, provided that the legal entity submits their B-BBEE status level certificate. Failure on the part of the bidder to comply with the above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated zero (0) points.

8.2 Stage 2: Technical/Functionality

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of **70%** (out of the available 60points), for Functionality in order to qualify to proceed to Stage 3 of the evaluation process.

Criteria	Scoring	Weighted score
<p>Company Profile</p> <p>Company profile that clearly indicate supplier expertise in the organising career guidance activities and years of experience.</p>	<p>10+ years' experience in organising career guidance activities – 20 points</p> <p>8 - 09 years' experience in organising career guidance activities – 15 points</p> <p>3 – 7 years' experience in organising career guidance activities – 10 points</p> <p>1 - 2 years' experience in organising career guidance activities – 5 points</p>	20
<p>Reference letters from two (2) Provincial Departments of Education in South Africa as evidence of previous related work successfully conducted.</p> <p>NB: The Reference Letter(s) must not be older than 5 years, must be on the letterhead of the previously serviced client for a specific Provincial</p>	<p>2 or more relevant reference letter attached = 20 points</p> <p>1 relevant reference letter attached = 10 points</p> <p>No or unsatisfactory reference letter(s) attached = 0 points</p>	20

Department of Education and should reflect at least the name of the client, title of the related work conducted, year(s) conducted and completed, contactable reference name and contact details, and be signed by the appropriate delegate. The Reference Letter should indicate the quality of the service rendered.		
Reference letters from two (2) SETAs for which career development services have been rendered as evidence of previous related work successfully conducted. NB: The Reference Letter(s) must not be older than 5 years, must be on the letterhead of the previously serviced client for a specific Provincial Department of Education and should reflect at least the name of the client, title of the related work conducted, year(s) conducted and completed, contactable	2 or more relevant reference letter attached = 20 points 1 relevant reference letter attached = 10 points No or unsatisfactory reference letter(s) attached = 0 points	20
TOTAL		60

8.3 Pricing and preference points Stage

8.3.1 Preference Points

For purpose of evaluating preference points, the following preference point systems will be applicable to all bids whereby preference points shall be awarded for Price; and B-BBEE Status Level of Contribution.

- The points scored in respect of B-BBEE contribution will be added to the points scored for price.
- The following formula will be used to calculate the points for Price:

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

Where

P_s = Points scored for comparative price of proposal or quotation

P_t = Comparative price of proposal or offer

P_{\min} = Comparative price of lowest acceptable proposal or offer

The following table must be used to calculate the score out of 20 for BBEE

B-BBEE Status Level of contributor	Number of points 80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims;

A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified but may only score points out of 80 for price; and scores 0 points out of 20 for B-BBEE.

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid;

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

8.3.2 Financial Proposal

Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs. Bidders are required to submit financial proposals as per the table below on a company letterhead.

Item (As per scope above)	Cost
Item 1 – Career Guidance Eastern Cape	R
Item 2 – Career Guidance Free State	R
Item 3 – Science Capacitation Sessions – Northern Cape	R
Item 4 – Maths Capacitation Sessions – Northern Cape	R
Item 5 – Supply of learning material	R100 000
Item 6 – Promotional Items	R
Item 7 – LO Teacher Capacitation Workshops Gauteng	R
Vat	R
Total Amount inclusive of VAT	R

Pricing schedule is compulsory and failure to complete same in prescribed above and without alterations may result in disqualification of the bid during the financial evaluation process. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered. Bidders are requested to provide a clear agreement regarding joint venture/consortia. The percentage involvement of each company in the joint venture agreement should be indicated on the agreement.

4. NOTES TO BIDDERS

Outlined below are basic requirements that each bid must comply with. Failure of any bid to meet any or all of these requirements may disqualify such a bid from the evaluation process:

- 9.1 A prospective bidders must ensure that that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on CSD. It is therefore a condition of this bid that the tax matters of the bidder be in order at the time of award. Failure of the bidder for not complying with their tax matters at the time of award will result in the bidder being disqualified.
- 9.2 The EWSETA will not be liable to reimburse any costs incurred by applicants in preparing their proposals.
- 9.3 Bids received late shall not be considered under any circumstances. A bid will be considered late if it arrives after 11:00 o'clock on/after the closing date.
- 9.4 EWSETA does not bind itself into making an appointment from proposals and offers received.
- 9.5 EWSETA reserves the right, at its sole discretion, to cancel this request for proposals, presentations and price or not to make any appointment at all.
- 9.6 EWSETA will not make upfront payments.
- 9.7 Successful bidder must undertake to abide by the confidentiality undertakings contained in the agreement to be concluded.

- 9.8 The successful bidder will be informed of the outcome. A contract will only be deemed to be concluded when reduced to writing and signed by the designated responsible person of both parties (duly authorised). The designated responsible person of the EWSETA is the Chief Executive Officer or her/his written authorised delegate.
- 9.9 A probation period of 30 days will apply to the agreement and a penalty regime system in the maintenance addressing recourse by the supplier or EWSETA will be implemented.
- 9.10 Please note that any plagiarism of any sort contained within any bid or any other documents submitted to the EWSETA by any bidder will result in the disqualification of the respective bidder and may potentially have legal ramifications.
- 9.11 EWSETA may request clarification or further information regarding any aspect of the bidder. The bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise the bidder may be disqualified.
- 9.12 Nothing, as stipulated in these Terms of Reference may be amended without the written confirmation of the Chief Executive Officer of EWSETA or his/her delegated authority.
- 9.13 Any possible staff changes during the course of the engagement must be done in consultation and approval of the EWSETA.**

5. SUB-CONTRACTING

A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for unless the intended sub-contractor is an exempted micro-enterprise that has the capability and ability to execute the sub-contract.

6. SUBMISSION OF BIDS

Bidders are required to submit their proposals to **scmadmin@ewseta.org.za**

7. CLOSING DATE OF PROPOSAL

A comprehensive proposal together with pricing schedule must reach EWSETA by no later than **Thursday, 30 June 2022 not later than 13H00 o'clock**. Please note that no late proposals will be considered.

8. TENDER VALIDITY

This RFQ shall be valid for 90 days calculated from Bid closing date.

9. FRAUD HOT-LINE

EWSETA subscribes to fair and just administrative processes. EWSETA therefore urges its clients, suppliers and the general public to report any fraud or corruption to:

EWSETA TIP-OFFS ANONYMOUS

Free Call: 0800 611 205

Email: ewseta@tip-offs.com

Or visit their website www.tip-offs.com

10. ANNEXURE 1 – SBD4 - BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES / NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES / NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/ NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

11. ANNEXURE 2 - EWSETA GENERAL CONDITIONS OF CONTRACT

General

EWSETA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between EWSETA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by EWSETA. No servant or agent of EWSETA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by EWSETA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract. The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. EWSETA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to EWSETA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to EWSETA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to EWSETA when accepted by EWSETA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, EWSETA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, EWSETA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to EWSETA.

In the case of service, the Supplier corrects non-conformances as indicated by EWSETA.

Warranty

Without prejudice to any other rights of EWSETA under these conditions, the Supplier warrants that the items are in accordance with EWSETA's requirements and fit for the purpose for which they are intended and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by EWSETA.

Indemnity

The Supplier indemnifies EWSETA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies EWSETA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by EWSETA.

Assignment and sub-contracting

The Supplier may not assign or subcontract any part of this order/contract without the written consent of EWSETA.

Termination

EWSETA may terminate the order/contract at any time (without prejudice to any right of action or remedy which has accrued or thereafter accrues to EWSETA):

If the Supplier defaults in due performance of the order/contract, or if the Supplier becomes bankrupt or otherwise is, in the opinion of EWSETA, in such financial circumstances as to prejudice the proper performance of the order/contract, or for any other reason in which case the Supplier will be compensated for all costs incurred.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.