



REQUEST FOR PROPOSAL

BID DETAILS

BID NUMBER: NEMISA/2022/ PARTNERSHIP WITH NEMISA/RFP010

CLOSE Date: Monday 6 June 2022
Time: 11H00

We

DESCRIPTION: CALL FOR PARTNERSHIP PROPOSALS TO SUPPORT NEMISA IN THE DELIVERY OF DIGITAL SKILLS AND/OR CREATIVE MEDIA SKILLS IN SOUTH AFRICA

BRIEFING SESSION: Yes No
See Section A-1 Paragraph 2 on Bid Submission Conditions and Instructions that the Bidder needs to take note of.

DETAILS OF BIDDER

Organisation/individual:

Contact person:

Telephone/ Cell number:

E-mail address:

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by NEMISA for the provision of goods, works or services
Contractor	Organisation with whom NEMISA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
dti	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
NEMISA	National Electronic Media Institute of South Africa (SOC) Ltd
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (50) of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of bidders and must not be returned with bids.

- Section A 1: Bid Submission Conditions and Instructions
- Section A 2: Terms of Reference
- Section A 3: Evaluation Process/Criteria
- Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract
(The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- Section B 2: Declaration of Interest
- Section B 3: Declaration of Bidder's past SCM practices
- Section B 4: Certificate of Independent Bid Determination
- Section B 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2011
- Section B 6: Invitation to Bid
- Section B 7: Pricing Schedule (Professional Services)
- Section B 8: CV Template Guideline/Compulsory CV template

SECTION A

(This section must not be returned as part of the bid document)

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION

2.1 Compulsory Briefing Session

- 2.1.1 No briefing session will be held

2.2 General notes related to the Briefing Session

- 2.2.1 No briefing session will be held

- 2.2.2 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is preferably to be requested at the briefing session. Bidders are advised to study this document before attending the briefing session and to have all their questions ready.

- 2.2.3 For a compulsory briefing session, all those attending will be issued with minutes or recording of the session within one week of the briefing session, forwarded electronically.

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from SCM Manager by not later than Wednesday 1 June 2022. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The bid number should be mentioned in all correspondence.

Contact details for SCM Manager:

Telephone: 011 484 0583

E-Mail: hensonm@nemisa.co.za

4 SUBMITTING BIDS

- 4.1 Submissions must be e-mailed to scm@nemisa.co.za

5 PAYMENTS

- 5.1 NEMISA will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the NEMISA to the Contractor.
- 5.1.1 The Contractor shall from time to time during the duration of the contract, invoice NEMISA for the services rendered.
- 5.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as NEMISA may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.
- 5.1.3 No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to NEMISA.
- 5.1.4 Payment shall be made by bank transfer into the Contractor's bank account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).
- 5.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

6 GENERAL CONDITIONS OF CONTRACT

- 6.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

TERMS OF REFERENCE (TOR)

CALL FOR PARTNERSHIP PROPOSALS TO SUPPORT NEMISA IN THE DELIVERY OF DIGITAL SKILLS AND/OR CREATIVE MEDIA SKILLS IN SOUTH AFRICA

1. BACKGROUND

The National Electronic Media Institute of South Africa was established as a non-profit institute for education in terms of the Companies Act (No 61 of 1973) and is listed as a schedule 3A public entity in terms of the Public Finance Management Act (No 1 of 1999).

NEMISA derives its mandate from the Department of Communications and Digital Technologies (DCDT). NEMISA delivers Creative Media and Digital skills training for South African citizens with a particular focus on the youth, women, people with disabilities and SMME's. NEMISA has prioritised rural and developing areas in its skills development initiatives.

2. CALL FOR PARTNERSHIP PROPOSALS

NEMISA seeks to establish partnerships with Public Sector Organisations, NPO's, Private sector Organisations and SMME's to support its mission in the delivery of Creative Media Skills and Digital Skills for South Africa's citizens. It is envisaged that the proposals will be for the actual delivery of training however other proposals that seek to advance NEMISA's mission of delivery of Creative media and Digital Skills will also be evaluated. The purpose of this call for proposals is to create an ecosystem that will support the delivery of the identified skills, facilitate its spread to marginalised areas, creating work and entrepreneurial experience for the beneficiaries and reducing digital divide in South Africa. Eventually the delivery of the identified skills will advance participants' readiness to participate in the digital economy and take advantage of opportunities brought by rapidly advancing digital technologies. Proposals focusing on digital skills must include digital literacy/preparedness and specialised digital technology skills while those focusing on Creative Media must include the ability to support NEMISA's accredited qualifications. Each proposal must be focused on either Digital Skills or Creative Media Skills and one organisation may submit proposals on both. Each proposal must specify the provinces it will focus on.

NEMISA will apply a fair and transparent Evaluation Criteria for the received proposals. Where applicable additional information may be required from the submitting organisations before the evaluation of the proposal/s can be finalised. With NEMISA being funded from the fiscus and the limited resources available the current funding allocations per learner are as follows:

1. R350.00 per learner for Basic Digital Literacy/Digital Readiness/MS 101 (all inclusive)
2. R 2 700.00 per learner NEMISA DSP (Advanced Digital Literacy)
3. R3000.00 per learner for Digital Technology specialised courses (all inclusive)
4. Proposals other than the above will be assessed depending on availability of financial resources
5. The rate indicated above is per successful learner/ learner completing the digital literacy certificate or certificate for the relevant Digital Technology Specialised courses

6. Learners will only be counted once per indicated area, I.e., a learner will not be counted more than once for Digital Literacy, but the same learner will be counted if he/ she also completes a Digital Technology Specialised course.
7. NEMISA will welcome and review proposals that have a third-party funding mechanism

3. EXPERIENCE OF PROSPECTIVE PARTNERS

- A track record in facilitating or supporting the delivery of Digital Skills or Creative Media Skills or related fields of skills development
- A good understanding of the Communications/creative media and Digital Technologies industry
- Evidence of expertise in specific methodologies used to deliver or support the delivery of the required skills in sectors that attract the use of advanced digital technologies, Communications/creative media, or similar/related industries
- Experience in talent/skills development in the South African context with a mix of exposure to global best practices
- Experience in the delivery of skills in rural and township areas
- Respondent organisations should have a broad understanding of the rapidly developing digital environment to which NEMISA has to respond regarding digital skills development.

BREAKDOWN OF THE FOUR PROGRAMMES

PROGRAMME A: Basic Digital Literacy/Digital Readiness/MS 101- (Duration: 1 Day)

The content for the Basic Digital Literacy is available online on the Nemisa On Microsoft Platform:

- **Microsoft Digital Literacy**
 - 01. Work with computers
What is a computer; Parts of a Computer; Types of Personal Computers; What is An Operating System; Get to Know the Operating System; Work with Files and Folders; Understand the Right-Click; Work with Windows; Personalize your Desktop; Use Virtual Assistants – Cortana; Use Accessibility Features; What is an Application; Working with Applications; Portable Storage Devices; Bluetooth Devices
 - 02. Access Information Online
What is the Internet; Connect to the Internet; Connect to a Wireless Network; The World Wide Web; Browse the Web; Use a Search Engine; Evaluate online Information

- 03. Communicate online
Intro to Email; Sign up for Email; Get to know the Outlook Interface; Read and Reply to Email; Intro to IM, Voice and Video Calling; Sign In and Out; Add Contacts; Set up Audio and Video; Chat Basics; Make a Call

 - 04. Participate Safely and Responsibly Online
Protect yourself from Phishing; Communicate Safely Online; Create Strong Passwords; Be Smart When You Share; Manage Your Digital Footprint; Use Information Responsibly; Treat Others Respectfully Online

 - 05. Create Digital Content
Intro to Microsoft Office (part 1); Intro to Microsoft Office (Part 2); Office Online; Save a Document; Print a Document; Add and Format Text; Check Spelling and Grammar; Find and Replace Text; Add and Format Lists; Add and Format Shapes (Part 1); Add and Format Shapes (Part 2); Add WordArt; Add Pictures; Add Tables; Add Page Numbers; Apply Themes to Documents; Use Tell Me to do anything in Office; Use Word on a Mobile Device; Write an Equation; Work with PDF files; Edit a PDF file

 - 06. Collaborate and Manage Content Digitally
Why use the Cloud; Getting Started with OneDrive; Sign in or Create an Account; Learn the Basics; Use the OneDrive Mobile App; Set up OneDrive on your Phone or Tablet; Upload Files and Folders; Create Files and Folders; Restore Deleted Files; Share Files and Folders; Collaborate on Word Documents; Add Comments; Track Changes in a Word Document; Accept Tracked Changes; Meet Outlook Calendar; Create Appointments and Meetings; Search your Calendar; Use Calendar Categories and Reminders; Add a Contact; Create Contact Groups; Create Tasks and To-do Lists

 - Digital Literacy – NEM
Digital Literacy Practice Test and Digital Literacy Exam

 - **Microsoft Office 101**
 - 01. Microsoft Office 365
-

Microsoft Office 365 – Quick Start; Create a file from a Template; Add and Edit Text; Add, Resize and Format Text Boxes; Crop a Picture; Add and Delete a Table; Add Charts; Add and Format Lists; Copy Formatting; Store Online and Collaborate; Remove Personal Data from Files

- 02. Microsoft Outlook

What is Outlook; Microsoft Outlook - Quick Start; Welcome to your Inbox; Create and Send Email; Sending and Receiving Attachments; Retract or Replace a Sent Mail; Import Contacts; Export Contacts; Create a Contact Group; Welcome to Your Calendar; Schedule an Online Meeting; Share Your Calendar

- 03. Microsoft SharePoint

What is SharePoint Online; Microsoft SharePoint – Quick Start; SharePoint Files and Folders; Sync Files with Files On Demand; Create and Share Files in a Library; Create a Team or Communication Site; Explore your Team Site; Find and Follow Sites and News; Stay connected on Mobile; Use Filter and Update Lists; Add Web Parts; Add or Remove a News Post

- 04. Microsoft Teams

What is Microsoft Teams; Microsoft Teams Quick Start; Welcome to Microsoft Teams; Get Teams up and running; Go-to Guide for Team owners; Organize your Teams Lists; Overview of Teams and Channels; Work in Channels; Favourite and Follow Channels; Start Chats, Calls and Meetings; Manage Meetings; Create and Format a Post; Get Attention with @mentions; Save a Post or Message

- 05. Microsoft Word

Microsoft Word – Quick start; Add and Format Text; Find and Replace Text; Show word count; Check Spelling, Grammar and Clarity; Apply Styles to Text; Apply Themes to Documents; Change Margins of a Document; Change Line Spacing; Insert a Header or Footer; Insert a Table of Contents; Insert or Remove a Page Break; Insert or Remove Page Numbers; Insert Pictures; Wrap Text around pictures; Insert Icons; Save a Document; Learning tools in Word; Do things quickly with Tell Me

- 06. Microsoft PowerPoint

Microsoft PowerPoint – Quick start; Create a Presentation; Add and Format Text; Choose the Right View for the Task; Add and Delete Slides; Change Page Orientation; Apply Themes to Presentations; Add a logo to your Slides; Add a Watermark to your Slides; Organize Slides into Sections; Get Design Ideas for Slides; Add Pictures to a Presentation; Add a Background Picture; Add and Record Audio; Group and Ungroup Objects; Layer Objects on Slides; Print Presentations; Use Presenter View; Add a Table to a Slide; Insert Excel Data into PowerPoint; Import a Word Outline into PowerPoint; Check Spelling in PowerPoint; Add Hyperlinks to Slides

- 07. Microsoft Excel

What is Excel; Microsoft Excel – Quick Start; Create a Workbook; Insert or Delete Rows or Columns; Change the Column width and row height; Fill data automatically; Split Data into Different Columns; Freeze Columns or Rows; Move or Copy Worksheets; Create a Drop Down list; Create a Table in Excel; Sort Data in a Table; Filter data in a range or a table; Conditional Formatting; Define and use names in Formulas; Formulas and functions – VLOOKUP; Formulas and Functions – SUMIF; Formulas and Functions – IF; Formulas and Functions – IFS

- Microsoft Office 101 – NEM

Both above-mentioned courses are also available in Low-Data format for use in areas with no or limited connectivity. Facilitators download the content (videos) and present this to participants who only go online to do the assessments.

PROGRAMME B: Advanced Digital Literacy - (Duration: 5 Day)

- Programme 1 - NEMISA Digital Literacy Training Programme
- Bidder may not make changes to the outline
- Bidders will be provided with NEMISA material for training delivery (can be taught online or face-to-face)

NEMISA Digital Literacy Training Programme	
MODULE DESCRIPTION	MODULE TOPICS
Module 1: End-User computing	Topic 1: Computer hardware essentials Topic 2: User identities in computing Topic 3: Device Access management Topic 4: Introduction to Computer software applications for the end-user Topic 5: Exploring the device and its applications
Module 2: Computer software essentials	Topic 1: Generally used computer software (Microsoft, Adobe, PDF, flash and others) Topic 2: Introduction to Microsoft 365 Packages (Word, Excel, PowerPoint, Outlook, Teams and others) Topic 3: Introduction to security software Topic 4: Introduction to interactive computer software (Zoom, WebEx, Skype, Google meet and others)
Module 3: Communication using a technology device	Topic 1: Effective use of e-mail applications Topic2: Setting up an e-mail account Topic 3: Professional writing of e-mails Topic 4 The do and don'ts of using e-mail Topic 5: Emails as a record of communications Topic 6: Ethical considerations in e-mail usage Topic 7: Exploring practical aspects of using e-mail
MODULE DESCRIPTION	MODULE TOPICS
Module 4: The internet as a digital tool	Topic 1: Internet connectivity Topic 2: The internet as an information hub (Usage of search engines) Topic 3: Desktop research and information packaging using the internet Topic 4: Available online applications for personal use (Health, safety, traffic, personal career profiling, Government services, Career sites etc.) Topic 5: Saving and accessing information in the cloud Topic 5: Online transactions Topic 6: Cybersecurity and online safety
Module 5: Readiness to use 4IR technologies	Topic 1: Working with 3D printing and the future of manufacturing Topic 2: How Internet of Things is applied in a work setting Topic 3: Use of artificial intelligence in everyday settings Topic 4: Available data analytics tools

PROGRAMME C: Digital Technology specialised courses (Offered online- NEMISA LMS)

Specialist Technology focuses on digital skills training ranging from Word processing, Spreadsheets, SMME support, Data sets, Data Science, Internet of Things, Cloud Computing, Software Development, 3D Printing, and Artificial Intelligence.

The training options delivered by CoLabs focuses on CISCO and IBM courses, ranging in focus from IoT, Data Science and Analytics, Software Development, Blockchain, to Cloud Computing, depending on the option selected.

Other 4IR related courses supplement the options mentioned above on the different online learning platforms, i.e., Coursera and Microsoft.

Target Audience and entry

- Participants must be computer literate and have a basic understanding of technology
- Participants must have access to the internet and a device on which to work
- Undergraduate, graduate, and post-graduate students

- Deliver on 4IR Specialist technology through facilitating a series of accredited courses from IBM, specifically the COURSERA, IBM DNA platform and CISCO.
- Partner to deliver training by recruiting learners, assist in learner registration and online support learner throughout the programme

MANDATORY REQUIREMENTS FOR SUCCESSFUL PARTNERSHIP PROPOSALS

- Compliance with the PFMA and NEMISA policies in the delivery of the identified projects
- Mandatory use of the NEMISA Learner Management Systems, where deliverables are related to training activities and on the job training
- Use of NEMISA learning content and templates (Learning content owned by the partner organisations will be considered on a case-by-case basis)
- NEMISA branding, with no co-branding, shall be used at all training venues
- Each party will retain its Intellectual Property that existed before the partnership was finalised. All new Intellectual Property developed for the agreed projects beyond the establishment of the partnership, will belong to NEMISA.
- Compliance with POPI Act
- SARS Tax compliance
- Submission of a declaration of interest in line with NEMISA's requirements
- Signing of a Memorandum of Agreement before any approved project(s) commences

Pricing Schedule

RFP – Strategic Training Delivery Partnerships – 2022/23

A. PRICING SCHEDULE (All bidders are to complete the table below As its compulsory)

Request to have Bidders complete the Pricing Schedule table below.

With NEMISA being funded from the fiscus and the limited resources available the current funding allocations per learner are as follows:

1. **PROGRAMME A:** R350.00 per learner for Basic Digital Literacy/Digital Readiness/MS 101
2. **PROGRAMME B:** R2 700.00 NEMISA DSP (Advanced Digital Literacy)
3. **PROGRAMME C:** R3 000.00 per learner for Digital Technology specialised courses

NB:

- Offered online- NEMISA Learning Management System (Online learning platform)
- The prices above are inclusive of all secondary costs to training (Facilitation; laptops, relevant software, Wi-Fi routers, AI and Robotics kits, facilitation, student support, mentoring fees, technology immersion, project management fees ect. The cost is VAT inclusive.

Section A 3: Evaluation Process/ Criteria

#	A	B	C	D	E	F	G	H	I
	Training Programme	Province	Municipality	Town	NEMISA Targeted Number of Learners	(Bidder Target) Number of Learners to be trained	NEMISA Training Programme Delivery duration (Period is set and bidder is NOT to make changes)	Cost Per Learner	Cost per learner
1	PROGRAMME A Basic Digital Literacy/Digital Readiness/MS 101- (Duration: 1 Day)	<i>Bidder to list the Province/s where they can deliver training (NB: Consider your financial and resource capacity)</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	10 000	<i>Bidder is to indicate the number learners to be train (NB: Consider your financial and resource capacity)</i>	One (1) Day training Programme	R350.00	<i>To be completed by bidder- (NB: use: (FxH=)</i>
1.1		Eastern Cape							
1.2		Free State							
1.3		Gauteng							
1.4		KwaZulu-Natal							
1.5		Limpopo							
1.6		Mpumalanga							
1.7		Northern Cape							
1.8		North West							
1.9		Western Cape							
	SUB-TOTAL								
2	PROGRAMME B Advanced Digital Literacy (Duration: 5 Day)	<i>Bidder to list the Province/s where they can deliver training (NB: Consider your financial</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	6 000	<i>Bidder is to indicate the number learners to be train (NB: Consider your financial and</i>	Five (5) Day training Programme	R2 700.00	<i>To be completed by bidder-</i>

Section A 3: Evaluation Process/ Criteria

		<i>and resource capacity)</i>				<i>resource capacity)</i>			
2.1		Eastern Cape							
2.2		Free State							
2.3		Gauteng							
2.4		KwaZulu-Natal							
2.5		Limpopo							
2.6		Mpumalanga							
2.7		Northern Cape							
2.8		North West							
2.9		Western Cape							
	SUB-TOTAL								
3	<u>PROGRAMME C</u> Digital Technology specialised courses	<i>Bidder to list the Province/s where they can deliver training (NB: Consider your financial and resource capacity)</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	1 000	<i>Bidder is to indicate the number learners to be train (NB: Consider your financial and resource capacity)</i>	1 Month to 6 Months	R3 000.00	<i>To be completed by bidder-</i>
3.1		Eastern Cape							
3.2		Free State							
3.3		Gauteng							
3.4		KwaZulu-Natal							
3.5		Limpopo							
3.6		Mpumalanga							
3.7		Northern Cape							

Section A 3: Evaluation Process/ Criteria

3.8		North West							
3.9		Western Cape							
	SUB-TOTAL								
	TOTAL					<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>	<i>To be completed by bidder</i>

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

1 EVALUATION PROCESS

1.1 PRE-QUALIFICATION

No pre-qualifications required for this bid.

1.2 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.2.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions will be eliminated from further consideration.

Failure to comply with or submit any one of the following items, will render a bid non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest		
Part 4	Completed and signed Declaration of Bidder's past Supply Chain Management practices		
Part 5	Completed and signed Certificate of Independent Bid Determination		
Part 7	Completed and signed Invitation to Bid		
Part 8	Completed Pricing Schedule in the prescribed format		
Part 12	Proof of registration on the CSD		

1.3 DETERMINATION OF SCORE FOR FUNCTIONALITY

1.3.1 The evaluation criteria and weights for functionality as indicated in the table in below, will apply.

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
Alignment of the proposal with NEMISA Annual Performance Plan (APP) targets or support for strategic objectives <ul style="list-style-type: none"> Proposal shows evidence of alignment with NEMISA APP targets :10 No alignment with NEMISA APP targets: 0 	10
Track record in delivery of Digital Skills or Creative Media Skills <ul style="list-style-type: none"> Evidence of one or more years good track record in the delivery of digital or Creative Media skills: 10 	10

Section A 3: Evaluation Process/ Criteria

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<ul style="list-style-type: none"> •No evidence of track record in the delivery of Digital Skills or Creative Media Skills:- 0 	
<p>Technical capacity of the proposed partner (Skills levels and experience of people to be involved in the proposal)</p> <ul style="list-style-type: none"> •Evidence of one or more years good track record in the delivery of digital or Creative Media skills: 15 •No evidence of track record in the delivery of Digital Skills or Creative Media Skills: - 0 	10
<p>Fit with NEMISA's operating model (Delivery in the provinces working with partners with support services operating from NEMISA)</p> <ul style="list-style-type: none"> •The proposal demonstrates fit with NEMISA's operating model: 10 •No fit with NEMISA's operating model is demonstrated in the proposal: 0 	10
<p>Marketing of NEMISA training programmes to Youth, Women and People with Disabilities organisations and SMEs)</p> <ul style="list-style-type: none"> •The partnership will contribute to marketing of NEMISA's training programmes to Youth, Women and People with Disabilities including SME's: 10 •No indication of marketing NEMISA's programmes to Youth, Women and People with disabilities including SMEs in the proposal; 0 	10
<p>Recruitment Plan</p> <ul style="list-style-type: none"> •What recruitment strategy will the partner implement to recruit Youth, Women and People with Disabilities, including SME's: 10 •No indication of a recruitment plan for Youth, Women and People with disabilities, including SMEs in the proposal; 0 	10
<p>Potential risks to NEMISA of the proposed partnership (Each proposal must identify the risks and mitigations against those)</p> <ul style="list-style-type: none"> •No evidence of NEMISA's exposure to material risks of non-achievement of targets, reputational risks and others: 10 •Evidence of NEMISA's risk exposure that includes non-achievement of targets, reputational risks and others: 0 	10
<p>Viability of the proposal</p> <ul style="list-style-type: none"> •The proposal is logistically and financially viable and implementable: 15 	10

Section A 3: Evaluation Process/ Criteria

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
•The proposal is not logistically and financially viable: 0	
Proposal’s funding model •NEMISA can afford the proposed funding or alternative funding can be sourced: 10 •NEMISA cannot afford the proposed funding and no alternative funding is available: 0	10
The proposal alignment with the District Development Model or support for Local Economic Development • There is evidence of alignment with the DDM or LED that the partnership will bring to NEMISA: 10 • No evidence of support to DDM or LED that the partnership can bring to NEMISA: 0	10
Maximum total for functionality	100

1.3.2 The score for functionality shall be calculated as follows:

- Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.
- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.

1.4 DETERMINATION OF SCORE FOR PRESENTATIONS

1.4.1 NEMISA will not call for presentations.

1.4.2 NEMISA has decided/may decide to have compulsory presentations made either by all bidders who have obtained at least **75%** of the marks for functionality, or by the bidders ranked first to a maximum of six, but not less than the three highest scoring bidders, once the price and preference marks have been combined.

1.4.3 Presentations shall only affect the marks awarded for functionality. If NEMISA wishes to use presentations to discriminate between bidders, the evaluation criteria to be affected shall be determined in advance and due allowance made in the mark scheme and indicated in paragraph 1.2.1.

1.4.4 Points determined by the presentation will be awarded to each bidder by each member of the Bid Evaluation Committee and then an average calculated. Such score will be added to the original score for functionality.

1.4.5 A bidder will be disqualified if the combined score for functionality fails to meet the minimum threshold for functionality as per paragraph 1.341.

1.5 ELIMINATION OF PROPOSALS ON GROUNDS OF FUNCTIONALITY

Section A 3: Evaluation Process/ Criteria

1.5.1 Bids that score less than **75%** of the marks available for functionality will be eliminated from further consideration. Marks will therefore not be awarded for their cost proposals or for preference.

1.6 PRICE AND B-BBEE STATUS LEVEL POINTS

1.6.1 All remaining bids will be evaluated as follows:

1.6.2 The 80/20 preference point system will be applied. Points for price and B-BBEE status level certificate will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2017.

1.6.3 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.

1.6.4 The point scored for the B-BBEE status level certificate for each acceptable bid will now be added to the price point.

1.6.5 The Evaluation Committee may recommend that the contract be awarded to the bidder obtaining the highest aggregate mark as determined by 1.5.4 or to a lower scoring bid on justifiable grounds.

1.7 ADJUDICATION OF BID

1.7.1 The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid on justifiable grounds or no award at all.

CONTRACT FORM: RENDERING OF SERVICES

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

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

1. I/we hereby undertake to render services described in the attached bidding documents to NEMISA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number NEMISA/2022/ PARTNERSHIP WITH NEMISA/RFP010 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in terms of reference/task directive/proposal
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest
 - Declaration of bidder's past SCM practices
 - Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)

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

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

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

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

SECTION B

This section must be completed and returned or supplied with bids as prescribed.

SPECIAL CONDITIONS OF BID AND CONTRACT
Return as Part 1

SPECIAL CONDITIONS	
1	GENERAL
1.1	The Bidder must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the NEMISA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	NEMISA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of NEMISA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
3	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	NEMISA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	NEMISA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of NEMISA is the CEO.
4.5	NEMISA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

¹ See GLOSSARY.

Section B 1: Special Conditions of Bid and Contract

5	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the NEMISA SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	NEMISA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The NEMISA may disregard the bid of any bidder if that bidder, or any of its directors: <ul style="list-style-type: none"> <input type="checkbox"/> Have abused the SCM system of the NEMISA. <input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system. <input type="checkbox"/> Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, NEMISA must be given immediate written notice to this effect. NEMISA reserves the right to implement remedies as provided for in the GCC.

Section B 1: Special Conditions of Bid and Contract

12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of NEMISA.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to NEMISA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to NEMISA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded and a contract concluded with a bidder who is not registered on the CSD.
16	FORMAT OF BIDS
16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

Section B 1: Special Conditions of Bid and Contract

16.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
16.3	Part 1: Special Conditions of Bid and Contract
16.3.1	Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1). Bids submitted without a completed Special Conditions of Bid form will be deemed to be non-responsive.
16.4	Part 2: SARS Tax Clearance Certificate(s)
16.4.1	Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za . Bidders may also submit a printed TCS together with the bid. In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate proof of TCS/ PIN/ CSD number. Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided. Bids submitted without any one of the above particulars, will be deemed to be non-responsive.
16.5	Part 3: Declaration of Interest
16.5.1	Each party to the bid must complete and return the "Declaration of Interest" (Section B-2). Bids submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.
16.6	Part 4: Declaration of Bidder's past Supply Chain Management practices
16.6.1	Each party to the bid must complete and return the "Declaration of bidder's past Supply Chain Management practices" (Section B-3). Bids submitted without a completed and signed Declaration of bidder's past Supply Chain Management practices will be deemed non-responsive.
16.7	Part 5: Certificate of Independent Bid Determination
16.7.1	Each party to the bid must complete and sign the Certificate (Section B-4).

Section B 1: Special Conditions of Bid and Contract

	Bids submitted without a completed and signed Certificate of Independent Bid Determination will be deemed non-responsive.
16.8	Part 6: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017
16.8.1	Bidders must complete, sign and return the full “Preference Points Claim Form” (Section B-5) document. In addition, a valid BEE certificate must be submitted. Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.
16.9	Part 7: Invitation to Bid
16.9.1	Bidders must complete, sign and return the full “Invitation to Bid” (Section B-6) document. Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.
16.10	Part 8: Pricing Schedule
16.10.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.
16.10.2	All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission (Section B-7). Bids submitted without a price or with an incomplete price, will be deemed to be non-responsive.
16.10.3	Rates for the contract must be firm and must be indicated in the formats prescribed. <u>All normal operating costs and out of pocket expenses such as photocopies, telephone calls, printing, travel, etc. must be covered in the rates quoted.</u>
16.10.4	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.
16.10.5	Fees: <input type="checkbox"/> The budgeted days/ hours and applicable rates of all team members as per the pricing schedule.
16.10.6	Reimbursable costs <input type="checkbox"/> Travel <ul style="list-style-type: none"> ▪ Only economy class flights are to be used. ▪ Preferably Group A hire cars are to be used. In circumstances where good motivation exist, Group B hire cars may be used. The difference in cost between Group B and more expensive options, will be borne by the service provider. ▪ A rate per kilometre for the use of a personal vehicles must be quoted.

Section B 1: Special Conditions of Bid and Contract

	<input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.
16.11	Part 9: Technical approach
16.11.1	Bidders must submit a description of the methodology and approach that will be used to perform the work as set out in the Terms of Reference. This methodology and approach must demonstrate the Bidder’s understanding of the requirement and also of the environment.
16.11.2	Bidders must, at least cover the under-mentioned in their technical approach and return as part of their submission:
	<input type="checkbox"/> Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems. <input type="checkbox"/> Describe how the work will be managed. Provide an organisation chart clearly indicating: <ul style="list-style-type: none"> ▪ The lines of reporting and supervision within the Bidder’s team. ▪ The lines of reporting between the Bidder and the NEMISA and other stakeholders, if applicable. <input type="checkbox"/> Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.
16.11.3	Provide a project plan of activities. In addition to providing details of the estimated number of work days for each activity, Bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.
16.11.4	Please note that Part 9 should be no longer than 20 single sided A4 pages in Arial 11 (font size).
16.12	Part 10: Team details
16.12.1	In this part that must be returned as part of the submission, Bidders must provide details of the team named in the previous part.
16.12.2	For each team member there must be:
	<input type="checkbox"/> A complete curriculum vitae confirming suitability for the position. A format is provided as a guideline only for the compilation of the CVs.
16.13	Part 11: Experience in this field
16.13.1	Bidders should provide in this part, and return as part the submission, at least the following information.

Section B 1: Special Conditions of Bid and Contract

	<input type="checkbox"/> Details of contracts for similar work within the last 5 years. <input type="checkbox"/> Contact details of a maximum of 3 organisations for which work was done.
16.14	Part 12: Registration on the CSD
16.14.1	<p>In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database.</p> <p>Bids submitted without the required proof, will be deemed to be non-responsive.</p>
16.15	Part 13: Registration Certificates
16.15.1	<p>Insert any requirements for registration with professional bodies here</p> <p>Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.</p>

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

Section B 2: Declaration of Interest

DECLARATION OF INTEREST Return as Part 3

1. Any legal person, including persons employed by the State², or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price bid, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where –
 - 1.1. The bidder is employed by the State; and/or
 - 1.2. The bidder is a Management Board member of NEMISA and/or
 - 1.3. The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 2.1. Full Name of bidder or his or her representative: _____
 - 2.2. Identity Number: _____
 - 2.3. Position occupied in the Company (director, trustee, shareholder, etc³): _____
 - 2.4. Company Registration Number: _____
 - 2.5. Tax Reference Number: _____
 - 2.6. VAT Registration Number: _____
 - 2.6.1. The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ personal numbers must be indicated in paragraph 3 below
 - 2.7. Are you or any person connected with the bidder presently employed by the State?

YES / NO

 - 2.7.1. If so, furnish the following particulars
 - Name of person/ director/ trustee/ shareholder/ member: _____
 - Name of State institution at which you or the person connected to the bidder is employed: _____
 - Position occupied in the State institution: _____

² "State" means

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

³ "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise

Section B 2: Declaration of Interest

Any other particulars:

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

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

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

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

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

2.8. Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months? **YES / NO**

2.8.1. If so, furnish the following particulars.
.....
.....
.....

2.9. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1. If so, furnish the following particulars.
.....
.....
.....

2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1. If so, furnish the following particulars.
.....
.....
.....

2.11. Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

Section B 3: Declaration of bidder's past SCM practices

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Return as Part 4

- 1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 2 The bid of any bidder may be disregarded if that bidder, or any of its directors have:
 - a. abused the NEMISA's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	Is the bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as companies or persons 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 Accounting Officer/ authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The database of Restricted Suppliers now resides on the National Treasury's website (www.reatury.gov.za) and can be accessed by clicking on its link at the bottom of the homepage.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	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)? The Register for Tender Defaulters can be accessed on the National Treasury's website, (www.treasury.gov.za) by clicking on its link at the bottom of the homepage.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3.1	If so, furnish particulars:		
3.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4.1	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

CERTIFICATE OF INDEPENDENT BID DETERMINATION Return as Part 5

I, the undersigned, in submitting the accompanying bid:

NEMISA/2022/ PARTNERSHIP WITH NEMISA/RFP010 - CALL FOR PARTNERSHIP PROPOSALS TO SUPPORT NEMISA IN THE DELIVERY OF DIGITAL SKILLS AND/OR CREATIVE MEDIA SKILLS IN SOUTH AFRICA

(Bid Number and Description)

in response to the invitation for the bid made by:

NEMISA

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - has been requested to submit a bid in response to this bid invitation;
 - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium⁴ will not be construed as collusive bidding.

⁴ 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.

Section B 4: Certificate of Independent Bid Determination

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- prices;
 - geographical area where product or service will be rendered (market allocation)
 - methods, factors or formulas used to calculate prices;
 - the intention or decision to submit or not to submit, a bid;
 - the submission of a bid which does not meet the specifications and conditions of the bid; or
 - bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

Return as Part 6

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	100
B-BBEE Status Level of Contributor	0
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good

- practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor:= (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?%
- ii) The name of the sub-contractor
- iii) The B-BBEE status level of the sub-contractor
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of the Preferential Procurement Regulations,2017:

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

8. DECLARATION WITH REGARD TO COMPANY/ FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

(Tick applicable box)

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

(Tick applicable box)

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

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

8.8 I/ we, the undersigned, who is/ are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a

Section B 5: Preference Points Claim Form ito the Preferential Procurement Regulations 2011

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

<p>WITNESSES</p> <p>1.</p> <p>2.</p>	<p>.....</p> <p style="text-align: center;">SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p>
---	---

INVITATION TO BID Return as Part 7

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENT OF NEMISA

BID NO	NEMISA/2022/ PARTNERSHIP WITH NEMISA/RFP010	CLOSING DATE	Monday 6 June 2022	CLOSING TIME	11:00
CALL FOR PARTNERSHIP PROPOSALS TO SUPPORT NEMISA IN THE DELIVERY OF DIGITAL SKILLS AND/OR CREATIVE MEDIA SKILLS IN SOUTH AFRICA					

**All Bidders must furnish the following particulars and include it in their submission
(Failure to do so may result in your bid being disqualified)**

Name of Bidder:

Postal address:

Street address:

:

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

VAT Registration No:

TAX COMPLIANCE REQUIREMENTS (Tick applicable box)

Printed TCS SARS PIN CSD No

PROOF OF B-BBEE STATUS LEVEL SUBMITTED? (Tick applicable box) YES NO

B-BBEE Status Level Verification Certificate B-BBEE Status Level Sworn Affidavit

WHO WAS THE CERTIFICATE ISSUED BY? (Tick applicable box)

An Accounting Officer as contemplated in the Close Corporation Act (CCA)?

A verification Agency accredited by the South African National Accreditation System (SANAS)?

A registered Auditor?

NOTE: A B-BBEE Status Level Certificate/ Sworn Affidavit (For EMEs or QSEs) must be submitted in order to qualify for preference points for B-BBEE

Contact details of Bidder's representative:

Name and Surname

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

Section B 6: Invitation to Bid

Confirmation

Are you the accredited representative in South Africa for the services offered by you? **YES / NO**

Declaration

I/ We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/ We confirm the availability of the proposed team members. I/ We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of Bidder:

Date:

Are you duly authorised to commit the Bidder? **YES / NO**

Capacity under which this bid is signed

TOTAL BID PRICE (INCLUSIVE OF VAT) R

PRICING SCHEDULE

Services

Return as Part 8

NAME OF RESPONDENT:

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF QUOTATION

PAR NO	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY		
1	The accompanying information must be used for the formulation of proposals.			
2	Respondents are required to indicate a ceiling price based on the total estimated time/fees for completion of all phases and including all expenses for the project. Check if this is right format for the service	Amount excluding VAT	R	
		VAT @ 15%	R	
		Total including VAT	R	
3	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE, PERSONS WHO WILL BE INVOLVED IN THE PHASE, RATES APPLICABLE AND PERSON-DAYS TO BE SPENT (A BREAKDOWN MUST BE GIVEN FOR EACH PHASE).			
3.1	Phase 1: Description			
3.1.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent
		R	R	R
		R	R	R
		R	R	R
				Amount for phase excluding VAT
				R
				VAT @ 15%
				R
				Total per phase including VAT
				R

Section B 8: Pricing Schedule

3.2 Phase 2: Description

3.2.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 15%	R
				Total per phase including VAT	R

3.3 Phase 3: Description

3.3.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 15%	R
				Total per phase including VAT	R

Section B 8: Pricing Schedule

3.4 Phase 2: Description

3.4.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 15%	R
				Total per phase including VAT	R

3.5 Phase 3: Description

3.5.1	Person and position	Hourly rate excluding VAT	Daily rate excluding VAT	Person-days to be spent	Cost/person/phase excluding VAT
		R	R		R
		R	R		R
		R	R		R
				Amount for phase excluding VAT	R
				VAT @ 15%	R
				Total per phase including VAT	R

Section B 8: Pricing Schedule

4 TRAVEL EXPENSES TO COVER ALL PHASES OF PROJECT (SPECIFY, FOR EXAMPLE RATE/KM AND TOTAL KM, CLASS OF AIR TRAVEL, ETC). ONLY ACTUAL COSTS ARE RECOVERABLE. PROOF OF THE EXPENSES INCURRED MUST ACCOMPANY CERTIFIED INVOICES.

4.1	Description of expense to be incurred	Rate	Quantity	Amount excluding VAT
	Travel (km)	R		R
	Car Hire (per day)	R		R
	Flights (economy)	R		R
			Amount excluding VAT	R
			VAT @ 15%	R
			Total including VAT	R

5 OTHER EXPENSES TO COVER ALL PHASES OF PROJECT (SPECIFY, E.G. THREE STAR HOTEL, BED AND BREAKFAST, TELEPHONE COST, REPRODUCTION COST, ETC). ON BASIS OF THESE PARTICULAR, CERTIFIED INVOICES WILL BE CHECKED FOR CORRECTNESS. PROOF OF THE EXPENSES MUST ACCOMPANY INVOICES.

5.1	Description of expense to be incurred	Rate	Quantity	Amount excluding VAT
	Accommodation (three star or equivalent)	R		R
	Meals (each)	R		R
	Per Diem (per day)	R		R
	Telephone costs (per unit)	R		R
	Reproduction costs (per page)	R		R
			Amount excluding VAT	R
			VAT @ 15%	R
			Total including VAT	R

6 Period required for commencement with project after acceptance of quotation. _____

7 Estimated person-days for completion of the project. _____

8 Are the rates quoted firm for the full period of the contract? _____

9 If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. _____

CV TEMPLATE GUIDELINE

Proposed role in the project:

- 1. Family name
- 2. First name:
- 3. Date of birth:
- 4. Nationality
- 5. Education

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained

- 6. Membership of professional bodies
- 7. Other skills (e.g. computer literacy, etc.)
- 8. Present position:
- 9. Years within the organisation:
- 10. Key qualifications (relevant to the project)

11. Professional experience

Date (From – To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

- 12. Other relevant information (e.g. Publications)
- 13. References