

## REQUEST FOR TENDER

### TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO TRAIN LEARNERS ON THE DEPARTMENT OF PUBLIC WORKS NON-FORMAL SEWING PROGRAMME FOR THE KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE FOR THE PERIOD OF 3 MONTHS.

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RFP NUMBER: KZNCETC 12/2021

TENDERR BOX ADDRESS: KZN CETC, 1<sup>ST</sup> FLOOR 17 Kosi Place, Springfield Park, Durban 4001.

#### 1. 1. BACKGROUND

- 1.1 The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offer programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.
- 1.2 The College is situated in KwaZulu-Natal Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The CET College operates in accordance with the requirements, rules and regulations laid down in the following documents:
  - 1.2.1 The Continuing Education and Training Act, Act 16 of 2006; and National Norms and Standards for Funding Community Education and Training Colleges.

## 2. PURPOSE OF THE TENDER

The purpose of the tender is to identify, evaluate and appoint a suitable service provider to train learners on the Department of Public Works sewing programme for the KwaZulu-Natal Community Education and Training College.

## 3. SCOPE AND DEFINITION OF WORK

The appointed service provider will train learners on the Department of Public Works non-formal sewing programme at following location:

DOKKIES CLC: 82 BARTLE, UMBILO, DURBAN.

The number of learners to be trained on the programme is 93 in total.

The training will be divided in the sessions of sixteen students for ten days for the period of 3 months.

**NB:** Some groups will consist of 15 students, and some will be consisting of 16 students per session.

The successful bidder must provide his/her own training material and consumables.

The service provider must be able to train learners on the following:

- Sewing of Masks (**must have a logo of EPWP and KZN CET COLLEGE**) and.
- Dust coats (yellow in colour and must have EPWP in front and back)

**NB:** At the end of the programme the bidder must be able to produce certificates

## 4. DURATION

The contract will be valid for Three months starting from award date.

## 5. COMPULSORY COMPLIANCE INFORMATION

Note to the Bidders that must ensure submissions and full complete required information and failure and late submission of the required information would result in disqualification from the tender.

- Valid Tax Clearance Certificate submitted with Tender documents.
- Certified copy of Company Registration (CIPRO / CIPC / NGOs/ NPOs and Co-Operative).
- Original or Certified copy of BBBEE Certification by SANAS or Sworn Affidavit indicating the BBBEE status, the attention to SBD 6.1 must be complete. If Certified BBBEE certificate or Sworn Affidavit is not attached the supplier will not be disqualified. Bidder will not be scored for BBBEE score.
- Latest Municipal Account (to confirm address and existence of provider)
- CSD Registration reports
- Tender Standard Bid Documents Full Completed
- SBD Forms 1,2,3,4,6.1,6.2,7,8 and 9 and General Condition of Contracts
- Must be compliant with general conditions of contract 2010 (GCC 2010)
- Include supplier Database form (Fully Completed)

## 6. EVALUATION CRITERIA

Bidders will be evaluated based on stage one (1) relating to functionality criteria and stage 2 preferential point system based on price and BBBEE score on 80/20 as per PPPFA.

80 points will be allocated based on pricing and 20 points allocated based on BBBEE status level. See the table below.

NB: As per SCM policy, if preferential point system indicates all received bids will not be cancelled but 90/10-point allocation will be applied (**see SBD 6.1 thresholds**)

Any bidder failed to in phase one will be go through to second phase. Any failed bidder will be non-responsive.

### **Functionality criteria**

- Bidder must submit accredited sewing qualification.
- Background of experience providing similar services to similar suppliers (including CVs and qualifications for facilitators)

- Reference checks at similar suppliers to KZNCET College
- Company profile

### **Point system**

Price point is 80 points and BBBEE score is 20 points.

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

## Stage 1: Functionality criteria

The total points under the functionality criteria are 100. Any bidders scored at least 70 points will proceed to the following stage. Bidders obtained less than 70 points will be non-responsive and will not move to following stage.

Stage 1: Functionality Criteria	
Submit a detailed project implementation plan.  <b>No submitted project implementation plan:</b>  <b><i>Zero- point is allocated.</i></b>	Score: 30
Experience and updated CVs for facilitators  5 Years of experience – 30 points  3 Year of experience – 20 points  1 – 2 Years of experience – 10 points  <b>No experience provided and CV and qualification – Zero points.</b>	Score: 30
<b>Reference checks</b>  At least 4 reference checks – 30 points  At least 3 reference checks – 18 points  At least 2 reference checks – 10 points  At least 1 reference checks – 5 points  <b><i>No reference checks no point awards.</i></b>	Score 30
<b>Company profile</b>	Score 10

Detailing background of the company and resources not limited to mentioned items  <b><i>Failure to submit the company profile, will not score any point.</i></b>	
<b>Total Score</b>	<b>100</b>

## Stage 2: Preferential Point System

<b>Stage 2: Preferential Point System – Preferential Procurement Policy Framework Act, 5 of 2000</b>	
BBBEE Certificate or Sworn Affidavit	20
Price	80
<b>Total</b>	<b>100</b>

## 7. GENERAL CONDITIONS

- The General Conditions of Contract will be applicable to this tender.
- Kwa Zulu Natal CET College reserves the right to sign a Service Level Agreement with the preferred bidder to supplement the General Conditions of Contract.
- Kwa Zulu Natal CET College will not be held responsible for any costs incurred by the bidder in the preparation and submission of the proposal.
- Please take note that Kwa Zulu Natal CET College is not obliged to select any of the bidders submitting proposals.
- Evaluation on functionality criteria can only be done based on information, which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- Late proposal received after the specified closing date and time will not be considered

## 8. SPECIAL CONDITIONS OF CONTRACT

The College reserves the right to:

Award this tender to any bidder that did not score the highest (cumulative total) number of points and only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).

- Negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including pricing without offering the same opportunity to any other bidder(s) who had not been awarded the status of a preferred bidder.
- Accept any part of a tender in lieu of the whole tender.
- Bidder At any stage during the evaluation of Tenders, cancel and/or terminate the tender process, even subsequent to the tender closing date and/or after presentations by selected bidder have been made, and/or after tenders have been evaluated and/or after the preferred Bidders have as such been notified of their status; and
- Award the tender to multiple bidders based either on organisational capacity, specialisation, and size, as well as geographic considerations.

## **9. CONTACT AND COMMUNICATION**

For any enquiries please communication should be directed to college via email at [SCM@KZN.CETC.edu.za](mailto:SCM@KZN.CETC.edu.za) and 031 350 4366

Specification related questions: Mr. S Thabete

: [SThabete@KZN.CETC.edu.za](mailto:SThabete@KZN.CETC.edu.za)

Bid Document Queries : Mrs. N Kumalo

: [Kumalo@kzn.cetc.edu.za](mailto:Kumalo@kzn.cetc.edu.za)

**Chairperson of Bid Adjudication Committee: Deputy Principal Finance**

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