



REQUEST FOR PROPOSALS (RFP) FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE 8 (EIGHT) MOBILE CLASSES FOR KWAZULU- NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE (CETC). IN FOUR DIFFERENT SITES.

RFP NUMBER: **KZNCETC 08/2022**

Date issued: **01 July 2022**

Compulsory site visit: 19 JULY 2022 – 22 JULY 2022 (see page 8 for details)

(ALL SITE VISITS VENUES ARE COMPULSORY)

Closing date and time: 12 August 2022 at 11:00

Bid Validity period: **90 days**

TENDER BOX ADDRESS:

Note: All bids must be placed into the tender box at the KwaZulu –Natal Community Education & Training College's central office at ,17 KOSI PLACE UMNGENI BUSINESS PARK SPRINGFIELD DURBAN 4001 by no later than 12 August 2022 at **11:00am**

PART A – INFORMATION ON THE TENDER

1. BACKGROUND

The KwaZulu-Natal Community Education & Training College (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 Colleges 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 (CLC), offer programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises and finally which are Community needs based. The College is situated in the KwaZulu-Natal Province in 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 three Deputy Principals. The Community Education & Training College (CETC) operates in accordance with the requirements, rules and regulations laid down in the following:

- 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 this request is to solicit proposals from bidder(s) to supply the KwaZulu-Natal Community Education & Training College with 8 8x6m Mobile Classes.

This request for proposal (RFP) document details and incorporates, as far as possible, the tasks and responsibilities of The KwaZulu-Natal Community Education & Training College.

This RFP does not constitute an offer to do business with the KwaZulu-Natal Community Education & Training College, but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

3. SCOPE AND DEFINITION OF WORK

The College's primary objective in issuing this RFP is to enter a once off supply with a suitable service provider to provide service of Mobile Classes at KWAZULU- NATAL Community Education and Training College.

3.2 SERVICE REQUIREMENTS

3.2.1 GENERAL

Returnable Pricing Schedule:

Mobile Classes

Eight (8) 8X6M Mobile Classes (Park homes) to be supplied and delivered in full use by service provider, Quantity and delivery is as scheduled below:

SITE	CENTRE NAME	PHYSICAL ADDRESS	QUANTITY
1	121 Battalion CLC	Matshamnyama Road, Nhlanhleni Store; Hlabisa; uMkhanyakude	1
2	Sesikwazi CLC	Umfoloji TVET College, Esikhaleni Campus	3
3	Ilungeloletu CLC	Zithuthukise Primary School, 935 C Block Osizweni Area; Osizweni; Amajuba District	2
4	Phindangene CLC	46 Hall Drive, Lamontville, Durban	2

- Two windows with door in front
- Three windows on back
- Ensure mobile Classes/ Park homes is on stands
- Steel steps and is wheelchair friendly (chromed for rust and side handles)
- Windows must have burglar guards
- Must have lights and two plugs
- Fires extinguisher must be included
- Bidder must connect electricity to the park homes (DB Box must be included)
- Delivery plan from date of appointment must be submitted
- Concrete slab



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FOR OFFICE USE ONLY BID EVALUATION
COMMITTEE REPORT

A DISCUSSION

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B FINDINGS

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C RECOMMENDATIONS

KWAZULU –NATAL COMMUNINITY EDUCATION & TRAINING COLLEGE reserves the right to ask the appointed service provider to change the service immediately, if required

4. DURATION OF THE CONTRACT

The successful bidder will be appointed for the duration of the contract and will be terminated once all requirements are met. College reserves the right to cancel the contract at any time for reasons that will be provided to the service provider. Non-performance and/or poor performance may lead to immediate cancellation of a contract.

PART B – LEGISLATIVE FRAMEWORK

1. TAX LEGISLATION

- a. Bidder(s) must be compliant when submitting a proposal to and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- b. It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- c. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- d. It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- e. Bidders are required to be registered on the National Treasury Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
- f. Where Consortia / Joint Ventures / Sub-contractors are involved; each party must be registered on the National Treasury Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

2. PROCUREMENT LEGISLATION

The College utilises a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated phased under Section 76 of the *Public Finance Management Act, 1999 (Act, No. 1 of 1999)*, the *Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000)*; the *Preferential Procurement Regulations, 2017* and the *Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003)*.



3. TECHNICAL LEGISLATION AND/OR STANDARDS

Bidder(s) should always be cognisant of the relevant legislation and/or standards specifically applicable to the service portfolio to be rendered in terms of this tender.

PART C – THE BIDDING PROCESS

1. TIMELINE OF THE BID PROCESS

The validity period and possible withdrawal of offers, subsequent to the closing date and time of this tender is 90 days. The relevant project timeframes in terms of this bid are indicated as follows:

Activity	Due Date
Advertisement on: Website: kzn.cetc.edu.za NEWSPAPER eTender Portal	01 July 2022
Questions related to the bids received from bidder(s) should be lodged to the following email address – SCM@KZN.CETC.EDU.ZA	5 August 2022
The bid closing date	12 August 2022
Compulsory site visit date (All site visit venues are compulsory)	Phindangene CLC : 19 July 2022 Sesikwazi CLC : 20 July 2022 121 Battalion CLC : 21 July 2022 Ilungeloletu CLC : 22 July 2022
Notice to bidder(s)	The College undertakes to inform bidders of progress regarding the evaluation of bidding documents until conclusion of the tender process.

All dates and times in this bid are determined in accordance with South African standard time.

Any time or date reflected in this bid is subject to change at the College's discretion. The determination of a time or date in this bid does not presuppose an obligation on the part of the



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REPUBLIC OF SOUTH AFRICA



College in taking action or creating by any manner rights in terms of which bidders may demand that specific action(s) be undertaken on the date(s) accordingly reflected in this bid. The bidder therefore accepts that, in the event of the College extending the deadline for bid submissions (the closing date) based on and influenced by whichever circumstance, the conditions and requirements attached to this bid remain unaltered and apply equally with regard to the revised deadline.

2. CONTACT AND COMMUNICATION

- a. A nominee on behalf of the bidder may make enquiries in writing, before the closing date of the Bid, until 12 August **2022**, to the College via email at **SCM @KZN.CETC.educ.za**. The delegated office of the College is entitled to communicate with Bidders whenever further clarity is sought regarding information provided in bid proposals.
- b. Any communication by Bidders addressed to or with an official or person acting in an advisory capacity on behalf of the College, in so far as it has relevance to the bid proposal, during the period commencing from the bid closing date and that of awarding of the tender is strongly discouraged.
- c. All communication between Bidders and the College must be provided in writing.
- d. While due care has been taken regarding the finalisation of this bid, the College duly makes no representations or provides any warranty that the contents thereof, or any part of the information accordingly communicated or provided to Bidders during the bidding process is accurate, current and/or complete. The College and its employees/advisors therefore will not be liable in relation to any information communicated and proves to be inaccurate, out-dated and/or incomplete.
- e. In the event of bidders reasonably believing there to be substantive discrepancy, ambiguity, error or inconsistency contained in this bid or any part of other information provided by the College (excluding any minor clerical matters), bidders must promptly bring such a discrepancy, ambiguity, error or inconsistency, in writing, to the attention of the College before **05 August 2022** with the aim of affording the College an opportunity to consider the issue(s) and where required, take the requisite corrective action.
- f. All bidders (including any other relevant persons) obtaining or receiving the bid and/or any other information in relation to the bid or the tender process are obliged to keep the entire contents of the bid and all related information confidential and may not disclose or use the information in any other manner than for the express purpose of developing a proposal in response to this bid.



- g. Any actual discrepancy, ambiguity, error, or inconsistency in relation to the bid or part of any other information provided by the College will, where possible, be corrected and the revised documentation be published.

3. LATE BIDS

Bids received at the address indicated in the bid documents after the specified closing date and time, will not be accepted for consideration and where practical, will be returned unopened to the bidder(s).

4. COUNTER CONDITIONS

Bidders are advised that subsequent amendments to any of the Bid Conditions, the proposals of any counter conditions by bidders or qualifications made in respect of the Bid Conditions will result in the immediate disqualification of such bids. Bidders should therefore adapt their standard conditions in line with those that are issued by the College.

5. FRONTING

- h. The College supports the spirit of broad - based black economic empowerment and recognises that true empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and garnering opportunities in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the College strongly condemns any form of fronting.
- i. The College, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations in determining the accuracy of the representations made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the College, the onus rests on the bidder/contractor to prove that the allegation of fronting does in fact not exist. Failure to do so within a period of 14 days and determined from the date of notification may invalidate the bid/contract and also result in the restriction of the Bidder/contractor to conduct business with the public sector for a subsequent period of up to ten years and in addition to any other actions the College may have at its disposal and accordingly wish to institute against such bidders/contractors.



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REPUBLIC OF SOUTH AFRICA



6. SUPPLIER DUE DILIGENCE

The College reserves the right to conduct rolling out due diligence on suppliers prior to final awarding of the contract, or on an occasional basis during the implementation of the mandated contract period. These actions may also include site visits and requests for the provision of additional information.

7. SUBMISSION OF PROPOSALS

- j. Bid documents must be placed in the College's tender box situated at KWAZULU –NATAL Community Education & Training College's central office at KWAZULU – NATAL, UMNENI BUSINESS PARK SPRINGFIELD / 17 KOSI PLACE DURBAN 4000 on or before the closing date and time. Documents should be submitted during office hours of 08:00 am and 04:00 pm

Closing Date: **12 August 2022**

Closing Time: **11:00 am**

- k. Bid documents will only be considered if received by the College before or on the closing date and time, regardless of the method used to send or deliver such documents to the College. All bids must be delivered in person and dropped into the tender box by the bidder or its representative. No bids shall be accepted if they are received through fax, email, or any other electronic means.

8. COMPULSORY COMPLIANCE INFORMATION

Note to the Bidders: Bidders must ensure that submissions are fully completed with the required information and failure to submit, or late submission 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 or Sworn Affidavit indicating the BBBEE status,.
- **Fully completed SBD1, SBD3, SBD4,**
- Proof of residence (to confirm address and existence of provider).
- CSD Registration reports.



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Higher Education and Training
REPUBLIC OF SOUTH AFRICA



- Tender Standard Bid Documents Full Completed.
- Letter of good standing

9. EVALUATION CRITERIA

Proposal must be placed in the sealed envelope and clearly marked – “Request for proposal – Twelve data capturers” and placed in the tender box at Kwa Zulu- Natal Community Education and Training College head office located at first floor, 17 Kosi Place Springfield, Umgeni Business Park no later than **12 August 2022 before 11: 00 am.**

Bids will be evaluated on one stage:

Preferential Point System, Price and BBBEE Points.

Phase One of Evaluation – Price and Preferential Point	
BBBEE score	20
Price	80
Total	100



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10. EVIDENCE OF SITE INSPECTION

Stamp of Phindangene CLC

SIGNATURE OF CENTRE MANAGER: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNED ON BEHALF: _____

NAME IN BLOCK LETTERS: _____

WITNESSES: _____

SIGNATURE: _____



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REPUBLIC OF SOUTH AFRICA



Stamp of Sesikwazi CLC

SIGNATURE OF CENTRE MANAGER: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNED ON BEHALF: _____

NAME IN BLOCK LETTERS: _____

WITNESSES: _____

SIGNATURE: _____



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Stamp of 12 Battalion CLC

SIGNATURE OF CENTRE MANAGER: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNED ON BEHALF: _____

NAME IN BLOCK LETTERS: _____

WITNESSES: _____

SIGNATURE: _____



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Stamp of Ilungeloletu CLC

SIGNATURE OF CENTRE MANAGER: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNED ON BEHALF: _____

NAME IN BLOCK LETTERS: _____

WITNESSES: _____

SIGNATURE: _____