



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TALETSO TVET COLLEGE

TENDER INVITATION FOR

**APPOINTMENT OF PANEL OF SERVICE PROVIDERS FOR THE UPGRADE,
REFURBISHMENT AND MAINTENANCE OF VARIOUS WORKSHOPS FOR 36 MONTHS**

TENDER NO: TT 04/07/2026

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to Submit a bid in full compliance with the requirements of this Tender Document

CLOSING DATE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:

Tender number	TT 04/07/2026
Date issued	13/07/2026
Tender closing date	30/07/2026 (Thursday) Time: 11:00 AM Tender Submission will be at the following address: Taletso TVET College Central office 6 DF Malan Ave Libertas Mahikeng 2745
Compulsory Information Session	Not Applicable

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

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1. INTRODUCTION

1.1 OVERVIEW

1.1.1 WHAT DOES TALETSO TVET COLLEGE AIM TO DO?

Taletso TVET College intends to appoint a panel of suitably qualified and experienced service providers to support the upgrade, refurbishment, supply, installation, commissioning, maintenance and ongoing support of workshop infrastructure, tools, equipment and machinery across its campuses. The objective is to ensure that all identified occupational workshops comply with the Quality Council for Trades and Occupations (QCTO), National Artisan Moderation Body (NAMB), Occupational Health and Safety (OHS) requirements and other applicable industry standards, while achieving value for money, operational efficiency and long-term sustainability.

The appointed Service Providers will assist the College with the following services:

- Supply, installation and commissioning of tools, equipment and machinery for occupational qualifications.
- Refurbishment and upgrading of workshops to meet QCTO, OHS and industry compliance standards.
- Inspection, preventive maintenance and repair of workshop equipment and machinery.
- Replacement of defective or obsolete components where required.
- Calibration, testing and certification of equipment where applicable.
- Provision of warranties, guarantees and certificates of compliance for regulated equipment.
- Technical support and emergency maintenance services.
- Collaboration with the College and appointed project teams to facilitate workshop accreditation.
- Preparation of quotations for refurbishment and additional works in accordance with College procurement requirements.
- Provision of technical advice on workshop improvements and equipment lifecycle management.
- Skills transfer and basic operational training for designated College personnel.
- Submission of asset registers and project close-out documentation upon completion of projects.

Deliverables

The appointed Service Providers shall be expected to deliver:

- Fully functional workshops that comply with QCTO, NAMB, OHS and relevant industry standards.
- Supply, installation and commissioning of compliant tools, equipment and machinery.
- Refurbished workshop facilities ready for accreditation.
- Preventive and corrective maintenance services throughout the contract period.
- Timely response to equipment failures and emergency maintenance requests.
- Valid warranties, guarantees and certificates of compliance for all applicable equipment.
- Updated asset registers and comprehensive close-out reports for completed projects.
- Support to enable the successful accreditation of identified occupational qualifications.

Reporting

The appointed Service Providers shall report directly to the designated Project Manager or Campus Representative responsible for each project. Overall contract management and performance oversight shall be undertaken jointly by the Deputy Principal: Academic (DPA), Deputy Principal: Finance (DPF), and the Supply Chain Management (SCM) Unit. Progress reports shall be submitted monthly, with formal quarterly performance review meetings conducted to monitor service delivery, contract performance, compliance with service level requirements, and achievement of project milestones.

1.1.2 WHAT IS TALETSO TVET COLLEGE LOOKING FOR?

Through this tender process, Taletso TVET College seeks to appoint a panel of suitably qualified, experienced and financially capable Service Providers to undertake the supply, installation, commissioning, refurbishment, maintenance and technical support of workshop tools, equipment and machinery across its campuses. The appointed Service Providers will play a strategic role in ensuring that the College's workshops comply with QCTO, NAMB, Occupational Health and Safety (OHS) and other applicable regulatory and industry standards, thereby supporting the College's occupational qualification accreditation objectives.

In evaluating prospective Service Providers, the College seeks organisations that demonstrate value for money, technical competence, innovation and a commitment to long-term service delivery. Accordingly, the College will evaluate bidders based on, among others, the following key considerations:

- a) **Technical capability and experience** in supplying, installing, commissioning, upgrading and maintaining workshop tools, equipment and machinery for TVET institutions or similar environments;
- b) **Compliance with QCTO, NAMB, OHS and applicable industry standards**, including the ability to support workshop accreditation requirements;
- c) **Competitive and transparent pricing**, demonstrating overall value for money and long-term cost effectiveness;
- d) **Capacity and financial capability** to successfully execute projects within the required timeframes and quality standards;
- e) **Commitment to service excellence**, including responsive technical support, maintenance services, warranties and adherence to agreed service levels;
- f) **Skills transfer and capacity building**, including training and knowledge transfer to designated College personnel where applicable;
- g) **Commitment to transformation and Specific Goals** in accordance with the Preferential Procurement Policy Framework Act (PPPFA), the Preferential Procurement Regulations, 2022, and the College's Supply Chain Management Policy; and
- h) **Provision of goods and associated services**, including workshop refurbishment, supply, installation, commissioning, maintenance, repairs, calibration, certification and ongoing technical support for workshop infrastructure and equipment.

For the purposes of this Tender, "**Services**" shall include the provision of **goods, works and related professional and technical services** necessary to achieve the successful upgrade, maintenance and continued operational readiness of the College's workshops.

1.1.3 SUMMARY OF KEY MATTERS FOR CONSIDERATION BY POTENTIAL SUPPLIERS

Key matters for consideration by Suppliers include:

- a) This Tender presents an opportunity for suitably qualified Service Providers to be appointed to a panel for the supply, installation, commissioning, refurbishment, maintenance and technical support of workshop tools, equipment and machinery across Taletso TVET College.
- b) The Tender forms part of the College's strategic initiative to achieve and maintain QCTO accreditation for identified occupational qualifications while ensuring compliance with applicable legislative, regulatory and industry standards.
- c) The evaluation process will be managed by duly constituted Bid Committees in accordance with the College's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act (PPPFA), the Preferential Procurement Regulations, 2022, and all other applicable legislation.
- d) The College reserves the right to appoint one or more Service Providers to a panel and allocate work based on operational requirements, technical expertise, availability, performance and budget availability.
- e) Time is of the essence, and Service Providers must demonstrate the capacity and resources to deliver within agreed project schedules and service level requirements.
- f) The College seeks Service Providers that offer competitive pricing, technical excellence, innovation, quality workmanship, reliable after-sales support and long-term value for money.
- g) The evaluation of submissions will consider both price and non-price factors, including technical capability, relevant experience, financial capacity, methodology, skills transfer and compliance with applicable standards.
- h) Service Providers must ensure that their proposed solutions minimise disruption to academic programmes and College operations during installation, refurbishment and maintenance activities.
- i) Prospective Service Providers are encouraged to submit their most competitive and comprehensive offers, as negotiations, where applicable, will only be conducted with responsive bidders who meet the prescribed evaluation criteria.

1.2 PURPOSE AND OBJECTIVE OF THE TENDER

1.2.1 PURPOSE

The purpose of this Tender is to appoint a panel of suitably qualified and experienced Service Providers to provide the supply, installation, commissioning, refurbishment, maintenance and technical support of workshop tools, equipment and machinery across Taletso TVET College for a period of thirty-six (36) months.

The panel will support the College in upgrading and maintaining its workshop infrastructure to ensure continued compliance with QCTO, NAMB, Occupational Health and Safety (OHS) requirements and relevant industry standards, thereby enabling the successful delivery of occupational qualifications and accreditation of workshops.

1.2.2 HOW AGREEMENT IS TO BE FORMED

Responses submitted in respect of this Tender shall constitute formal offers by the respective bidders.

Following the completion of the evaluation process, the College may appoint one or more successful Service Providers to a panel. Appointment to the panel does not guarantee any minimum value or volume of work. Work will be allocated as and when required, subject to operational requirements, availability of funding, performance of the Service Provider and the College's procurement processes.

A formal Service Level Agreement (SLA) and/or contract will be concluded with each successful Service Provider, setting out the detailed terms and conditions governing the provision of the required goods and services.

1.3 EVALUATION CRITERIA

1.3.1 OBJECTIVE

The objective of the evaluation process is to identify Service Providers that can consistently deliver high-quality goods and services at competitive prices while demonstrating the technical capability, financial capacity and operational experience necessary to support the College's workshop upgrade and maintenance programme.

Successful Service Providers should be capable of establishing a long-term collaborative relationship with the College while maintaining high standards of quality, compliance and service delivery.

1.3.2 TOTAL COST

The College will evaluate submissions based on the principle of **Total Cost of Ownership (TCO)** rather than acquisition cost alone.

For the purposes of this Tender, **Total Cost of Ownership** includes all direct and indirect costs associated with the supply, installation, commissioning, operation and maintenance of workshop tools, equipment and machinery throughout their expected service life.

These costs may include, but are not limited to:

- Purchase and installation costs;
- Delivery and commissioning costs;
- Preventive and corrective maintenance costs;
- Spare parts availability;
- Warranty obligations;
- Calibration and certification costs;
- Equipment lifecycle costs;
- Downtime associated with equipment failure;
- Technical support costs;
- Training and skills transfer costs; and
- Any other costs likely to be incurred by the College over the life of the equipment.

Service Providers may improve value by:

- a) Offering competitive pricing;
- b) Supplying reliable, durable and energy-efficient equipment;
- c) Minimising maintenance and lifecycle costs;
- d) Providing comprehensive warranties and technical support;
- e) Reducing equipment downtime through responsive maintenance services; and
- f) Delivering innovative solutions that improve operational efficiency.

1.3.3 COST TRANSPARENCY

The College requires complete transparency in all pricing submitted under this Tender.

Service Providers shall provide detailed pricing that clearly distinguishes the costs associated with goods, installation, commissioning, maintenance, training, warranties, consumables, travel (where applicable), labour and any other associated services.

Incomplete pricing schedules, hidden costs or ambiguous pricing structures may disadvantage a bidder during the evaluation process.

1.3.4 SUPPLIER CAPABILITY

The College will assess the capability of each Service Provider based on information submitted in response to this Tender, together with any previous experience where applicable.

Assessment may include:

- Technical expertise;
- Relevant project experience;
- Qualifications of key personnel;
- Financial capacity;
- Availability of resources;
- Ability to support multiple campuses;
- Quality assurance systems;
- Health and Safety compliance;
- Previous performance; and
- Capacity to meet project timeframes.

1.3.5 ADDITIONAL INITIATIVES

The College encourages Service Providers to propose innovative solutions that enhance the value of the services offered.

Such initiatives may include:

- Energy-efficient workshop solutions;
- Digital asset management systems;

- Predictive or preventative maintenance programmes;
- Extended warranties;
- Skills development and artisan training;
- Technology upgrades;
- Sustainability initiatives; and
- Any additional measures that improve workshop efficiency, safety and long-term value.

The College reserves the right to consider such value-added proposals during the evaluation process where they contribute positively to service delivery.

1.3.6 EMPOWERMENT

Taletso TVET College is committed to advancing the objectives of transformation, inclusive economic participation and sustainable supplier development in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the Preferential Procurement Regulations, 2022, and the College's Supply Chain Management Policy.

Accordingly, bidders will be evaluated on the applicable **Specific Goals** as provided for in the bid documents. Service Providers must submit the prescribed supporting documentation in support of any Specific Goals claimed.

The College further encourages participation by historically disadvantaged persons and enterprises that contribute meaningfully to South Africa's socio-economic development while demonstrating the capacity to deliver the required goods and services in accordance with the Tender requirements.

2. GUIDELINES FOR SUBMISSION OF BID (“TENDER”)

2.1 BID TERMS

Taletso TVET College invites suitably qualified and experienced Service Providers to submit bids for the **Appointment of a Panel of Service Providers for the Upgrade, refurbishment and Maintenance of Various Workshops for a period of Thirty-Six (36) Months.**

The College intends to appoint Service Providers capable of delivering high-quality goods and services in accordance with the specifications contained in this Tender. Bidders are therefore encouraged to submit their most competitive technical and financial proposals at the time of submission.

Appointment to the panel does not constitute a guarantee of work. Work will be allocated on an as-and-when-required basis, subject to operational requirements, budget availability and the performance of the appointed Service Provider.

2.1.1 ACCEPTANCE OF BID AT TALETSO TVET COLLEGE’S DISCRETION

The College reserves the right, at its sole discretion, to:

- Accept or reject any bid, in whole or in part;
- Cancel or re-advertise this Tender;
- Appoint one or more Service Providers to the panel;

- Negotiate with the preferred bidder(s), where permissible in terms of applicable legislation and the College's Supply Chain Management Policy;
- Verify any information submitted by bidders;
- Request additional information or clarification where necessary; and
- Make no appointment should it be deemed in the best interests of the College.

Submission of a bid does not create any contractual obligation between the College and any bidder until a formal written contract has been concluded.

2.1.2 CONFORMANCE

Bidders must comply fully with all requirements contained in this Tender document.

Failure to submit all mandatory documents, complete all required schedules or comply with the prescribed submission requirements may result in the bid being declared non-responsive and disqualified.

Where appropriate, bidders may submit value-added proposals provided these do not replace or contradict the mandatory requirements of this Tender.

2.1.3 COVERAGE

This Tender covers the appointment of a panel of suitably qualified and experienced Service Providers for the upgrade, refurbishment, maintenance, repair, supply, installation and commissioning of workshop infrastructure, tools, equipment and machinery across all Taletso TVET College campuses and sites, as and when required, for a period of thirty-six (36) months.

The scope of work may include, but is not limited to:

- Building refurbishment and renovation works;
- Civil, mechanical and electrical engineering works;
- Supply, installation and commissioning of workshop equipment and machinery;
- Preventive and corrective maintenance of workshop infrastructure and equipment;
- Occupational Health and Safety (OHS) compliance upgrades;
- Calibration, testing and certification of equipment where applicable;
- Replacement of obsolete or defective equipment and components;
- Emergency repairs and maintenance;
- Technical support, inspections and condition assessments; and
- Any other related works necessary to ensure that College workshops comply with QCTO, NAMB, OHS and other applicable statutory and industry standards.

2.1.4 REQUIREMENTS FOR ADDITIONAL INFORMATION

Taletso TVET College may require a Supplier to provide additional information to allow further consideration of the Supplier's Bid.

2.1.5 COSTS

Taletso TVET College is not responsible for any costs (whether direct or indirect) incurred by a Supplier in preparing and/or submitting a Bid or otherwise responding to this TENDER or in any subsequent discussions or negotiations. All parties and participants must bear their own costs.

2.1.6 SUBMISSION VALIDITY

Each Bid submitted by a Supplier must remain valid for a period of **90 days** from the required date of submission.

2.1.7 SUPPLIER'S ACCEPTANCE OF TERMS & CONDITIONS

Each Supplier submitting a Bid agrees to do so on the terms and conditions set out in this TENDER. Suppliers who submit responses to this tender will be deemed to have accepted, and comply fully, all of those terms and conditions.

A person fully authorized to commit the Supplier to the terms must sign the Bid and conditions set out in this tender. Taletso TVET College is entitled to assume that there is full authority in the signatory of the person.

2.2 PRICING TRANSPARENCY

Taletso TVET College wishes to establish an increased level of cost transparency with the chosen Supplier. The level of transparency will be taken as an indication of each Supplier's willingness to participate with Taletso TVET College in a transparent relationship.

2.3 COLLEGE REPRESENTATIVE

All contact and questions with regard to this TENDER must be made through the College representative.

For the purpose of the TENDER, the Taletso TVET College representative

Contact Person	
Name & Surname	Mr S Nkuna
Telephone number	(018) 384 2341
E-mail address	nkuna.s@taletso.edu.za

2.4 QUESTIONS AND CLARIFICATIONS

All questions regarding this TENDER must be directed to the College Representative by email. Questions must not be submitted by telephone. College will accept written questions.

Answers to all questions will be e-mailed to all Suppliers who have been provided with this TENDER.

All questions must include:

- The Supplier's name and address;
- A reference to the specific section and page number of the TENDER; and
- The contact name, telephone number and e-mail address

2.5 TENDER FORMAT

All Supplier responses must follow the prescribed format. Refer to "Delivery Instructions" below. Failure to do so may result in disqualification from this TENDER/Bid process.

2.6 DELIVERY INSTRUCTIONS

All Bidders must submit their responses in the following format:

Completed documents with all attachments must be signed and submitted to the following address:

Taletso TVET College
Central office
6 DF Malan Ave
Libertas
Mahikeng
2745

All Suppliers must submit their responses in the following format (Mandatory Documents)

Description of Appendix	Requirement	Circle yes if submitted	
Tender Document	Each page of the TENDER document to be initialled by a delegated representative	Yes	No
Proof of Bank Account	Stamped letter from bank (not older than 6 months)	Yes	No
Proof of Payment	Proof of tender document purchase.	Yes	No
Company registration documents	Company registration documents/CK (CIPC)	Yes	No
ID Copies of directors	Certified & not older than 6 months	Yes	No
SARS	Valid Tax pin	Yes	No
Proof of address	Proof of address (e.g. Municipal letter/lease agreement /traditional authority letter)	Yes	No
Fully complete SBD forms	SBD 4, 6.1, 8 and 9 forms	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
Letter of Good Standing (COIDA)	Letter of good standing from Department of labour.	Yes	No
Company Profile	A comprehensive company profile detailing the company's background, organisational structure, core business, experience, key personnel, resources, and previous or current projects relevant to the services being procured.	Yes	No
Audited Annual Financial Statements or Financial Statements	Submit the latest audited annual financial statements for the most recent financial year. Where an audit is not legally required, submit signed annual financial statements prepared by an independent accounting officer or the company.	Yes	No

Latest Three (3) Months Bank Statements / Proof of Financial Capacity	Submit original or certified bank statements for the latest three (3) consecutive months, or other acceptable proof of financial capacity demonstrating the bidder's ability to execute the contract	Yes	No
Methodology and Work Plan	Submit a detailed methodology demonstrating the bidder's understanding of the scope of work, proposed approach, execution strategy, quality assurance measures, risk management approach, and resource allocation.	Yes	No
Project Implementation Programme / Schedule	Submit a comprehensive project implementation plan indicating key activities, deliverables, milestones, timelines, dependencies, responsible personnel, and completion dates for the contract period.	Yes	No
Skills Transfer and Capacity Building Plan	Submit a detailed plan outlining how knowledge and skills will be transferred to Taletso TVET College personnel, including the training approach, target audience, training schedule, expected outcomes, and monitoring mechanisms	Yes	No
Reference Letters / Proof of Similar Projects	Submit reference letters on the client's official letterhead for similar projects completed within the last five (5) years. Each letter must include the client name, project description, contract value (where applicable), completion date, and contact details of a person who can verify the information. Copies of purchase orders, appointment letters, or signed contracts may also be attached as supporting evidence.	Yes	No
CVs of Key Technical Personnel	Submit detailed Curriculum Vitae (CVs) of all key personnel proposed for the project. CVs should clearly indicate qualifications, professional registrations (where applicable), relevant experience, years of experience, certifications, and the specific role each individual will perform under the contract.	Yes	No
Professional Registrations / Accreditation Certificates	Submit valid professional registration certificates, licences, or accreditation certificates issued by the relevant statutory or professional bodies applicable to the services being procured. Registrations must be current and in good standing.	Yes	No
Submission of Electronic Copies (USB Drive Requirement)	Bidders must submit a USB containing scanned PDF copies of all tender documents. The USB must match the hard copy submission. Failure to include a complete USB version may result in the bid being deemed non-responsive.	Yes	No

Public Liability Insurance	A valid Public Liability Insurance Certificate with a minimum cover of R5 million (or such higher amount as specified by the College), valid for the duration of the contract or accompanied by a letter from the insurer confirming that the cover will remain in force upon contract award.	Yes	No
CIDB Registration Certificate	Bidders MUST be registered with the Construction Industry Development Board (CIDB) and MUST POSSESS ALL the following minimum contractor gradings at the time of bid closing: • General Building (GB): Grade 4GB or higher • Mechanical Engineering Works (ME): Grade 4ME or higher • Civil Engineering (CE): Grade 4CE or higher • Electrical Engineering Works (EB): Grade 4EB or higher Joint ventures or consortiums must ensure that the lead partner or combined CIDB grading complies with the applicable CIDB Regulations. The College reserves the right to verify the validity and grading of the CIDB registration.	Yes	No

2.7 ADDITIONAL SUPPLIER INFORMATION

The College reserves the right to request additional information, supporting documentation, presentations, demonstrations or clarification from any bidder during the evaluation process.

Where necessary, the College may conduct due diligence, including but not limited to:

- Site visits;
- Verification of references;
- Financial capability assessments;
- Verification of technical resources;
- Verification of qualifications and professional registrations; and
- Any other investigation necessary to confirm the bidder's ability to perform the required services.

Failure to provide the requested information within the stipulated period may result in the bid being declared non-responsive.

2.8 ACKNOWLEDGMENTS AND DISCLAIMERS

2.8.1 NON-BINDING

This TENDER and any Bids are not legally binding on Taletso TVET College.

None of Taletso TVET College nor any person purporting to act on behalf of Taletso TVET College, or any other Member of Taletso TVET College makes any representations or provide any undertakings to Suppliers other than to invite Suppliers to submit Bids. Taletso TVET College intends to use the TENDER/Bid framework as the basis for negotiations with Suppliers. Taletso TVET College reserves the right to alter that framework at its discretion at any point prior to or during the TENDER/Bid process.

2.8.2 ACCURACY OF INFORMATION

Taletso TVET College has endeavored to provide correct information in this TENDER. However, the onus is on Suppliers to satisfy themselves as to the accuracy, completeness and sufficiency of any information provided to them by Taletso TVET College, or any person purporting to act on behalf of Taletso TVET College.

2.8.3 NEGOTIATIONS

The College reserves the right, where permitted by applicable legislation and its Supply Chain Management Policy, to negotiate with one or more preferred bidders before final award.

Such negotiations shall not prejudice the principles of fairness, transparency, competitiveness or cost-effectiveness.

2.8.4 TALETSEO TVET COLLEGE'S USE OF INFORMATION

In lodging a Bid, a Supplier will be deemed to have granted Taletso TVET College a non-exclusive right to use any information in the Bid as Taletso TVET College sees fit, including, without limitation, for operations purposes and future discussions with Suppliers. Taletso TVET College will also acquire a non-exclusive right to use any processes, sketches, calculations, drawings, computer programs or other data or information submitted with, or included in, a Bid.

Each Supplier which submits a Bid agrees to indemnify Taletso TVET College, and every other associate of Taletso TVET College against third party claims arising out of any use of any proprietary information submitted with, or included in, the Bid by Taletso TVET College, and its or their respective directors, officers, agents, employees, advisers or consultants.

2.8.5 INFORMATION PROVIDED BY TALETSEO TVET COLLEGE

Copyright in this TENDER is reserved exclusively to Taletso TVET College.

Any information, which Taletso TVET College provides in this TENDER or otherwise (Information), is provided in confidence and for use solely by the Supplier in the preparation of its Bid. The Supplier must not disclose it to any third party without Taletso TVET College's prior approval in writing. Any further information that Taletso TVET College provides to the Supplier from time to time will be made available on the same terms and conditions as apply under this TENDER.

2.8.6 SUPPLIER'S ACKNOWLEDGMENTS

In submitting a Bid, the Supplier acknowledges and agrees that:

- a) The Information has been independently verified and Taletso TVET College, all other Associates of Taletso TVET College and its and their respective directors, officers, advisers, employees and agents, are not under any liability, whether arising from negligence or otherwise, for any representation contained in it or any omission from it or for any error, inaccuracy, incompleteness or other defect in the Information it contains.
- b) This Bid contains representations and other statements concerning requirements for the supply of the services. No representation, statement or warranty, express or implied, is made by Taletso TVET College, any other Associate of Taletso TVET College or its and their respective directors, officers, advisers, employees or agents that any statement, estimate or evaluation contained in it will prove correct. The Supplier relies solely on its own investigations and inquiries in respect of Taletso TVET College's requirements for the services and the accuracy of the Information.
- c) Without limitation to the above, none of Taletso TVET College, or any other Associate of Taletso TVET College, nor any person purporting to act on behalf of Taletso TVET College, or any other Associate Taletso TVET College, will be liable in any way for any losses or liabilities incurred by a Supplier or any other person (including, without limitation, damages, costs, loss of profits or consequential or indirect losses) arising from any cause whatsoever including, without limitation, any error, inaccuracy, incompleteness or other defect in the Information.
- d) The Supplier also acknowledges that Taletso TVET College, without liability or recourse, may at any time without notice:
- e) Enter into and conclude negotiations with any other Supplier for the supply of part or all of Taletso TVET College's requirements of the services;
- f) Terminate the TENDER/Bid process in respect of any or all of Taletso TVET College's requirements;
- g) Terminate discussions or negotiations with the Supplier or otherwise terminate the Supplier's further participation in the TENDER/Bid process;
- h) Reject any Bid submitted by the Supplier; and/or
- i) Depart from or modify the proposed framework and/or any other procedures in relation to the TENDER/Bid process.
- j) If the Supplier decides not to submit a Bid, or at any time discontinues for any reason (including as a result of any action of Taletso TVET College) its participation in this TENDER process or subsequent discussions or negotiations, the Supplier must promptly return this TENDER (and destroy any copies which it has made) to Taletso TVET College together with any other documents or other material relating to the service procurement that contains, embodies or might reveal Information.

2.8.7 PUBLIC ANNOUNCEMENTS

Neither the potential Supplier nor Taletso TVET College will make any public announcements or disclosures as to the TENDER, any Bid or the TENDER process or otherwise in relation to the subject matter of any potential contract, without the prior written consent of the other party (except as required by any applicable law or regulatory requirement). In this regard, no media release or public announcement will be made in relation to any resulting contract, should such be executed, without the written approval of both parties as to the wording of such release and the manner or publication of such release.

3. SUPPLIER CAPABILITY

3.1 CAPACITY TO DELIVER

The successful Service Provider(s) must demonstrate sufficient technical expertise, financial capacity, personnel, equipment and operational resources to successfully perform the services required under this Tender.

Service Providers must demonstrate their ability to:

- Supply, install and commission workshop equipment;
- Provide maintenance and technical support;
- Respond promptly to breakdowns and emergency maintenance requests;
- Complete projects within agreed timeframes;
- Maintain adequate stock of critical equipment and spare parts where applicable; and
- Support multiple College campuses simultaneously where required.

4. PROPOSED PRICING

4.1 INTRODUCTION

While Taletso TVET College require Suppliers to tender on the full range services or for all sites included in this TENDER, the broader the range of services quoted on, the higher a Supplier's chance of success. Please be aware that this TENDER provides all participants the opportunity to increase current business and/or acquire new business with Taletso TVET College and its Members.

Taletso TVET College expects Suppliers to respond fully to the requested level of detail. This detail will contribute towards the transparent cost structure being pursued by Taletso TVET College.

4.2 PRICING TABLE

This tender is for the **establishment of a panel of service providers** only. Accordingly, **pricing shall not form part of the evaluation for appointments to the panel** and bidders are **not required to submit pricing** at this stage.

Upon the establishment of the panel, whenever a specific project, work package or maintenance requirement arises, the College will invite the appointed panel members to submit a **Request for Quotation (RFQ)** or participate in a **mini competition** for that specific requirement.

The quotations received will be evaluated in accordance with the **Preferential Procurement Policy Framework Act (PPPFA), 2000**, the **Preferential Procurement Regulations, 2022** (or any applicable legislation in force at the time), and the applicable **preference point**

system, including the **80/20 preference point system** where the estimated value of the procurement falls within the prescribed threshold.

The successful service provider for each specific project will be appointed based on the outcome of that RFQ or mini-competition process.

4.3 PRICING TABLE, SPECIFICATION AND ESTIMATED VOLUME/ QUANTITY

Pricing, detailed specifications, and quantities will not be considered at this stage and will only be requested after the establishment of the panel. Whenever services are required, the College will invite the appointed panel members to submit quotations through a Request for Quotation (RFQ) on a rotational basis, in accordance with the College's Panel Management Guidelines and applicable procurement legislation. The RFQ will specify the scope of work, technical specifications, quantities (where applicable), delivery requirements, and evaluation criteria for the specific project or work package. Appointment to the panel does not guarantee the allocation of any work or minimum value of services.

4.4 DOUBLE COUNTING

The principle of double counting is not applicable to this tender, as the evaluation for appointment to the panel will be based solely on mandatory compliance requirements and functionality. No preference points or price evaluation will be applied during the panel establishment process.

5. PRICING

Pricing will not be evaluated during this tender process, as this procurement is for the establishment of a panel of service providers. The evaluation at this stage will be based solely on mandatory compliance requirements and functionality.

5.1 PAYMENT TERMS

Payment terms are within **30 days of the date of invoice**.

5.2 CONTRACT LENGTH

Contract duration is **thirty-six (36)** months from the date of appointment.

Taletso TVET College requires a **full-risk contract** arrangement.

6. REQUIRED BID LAYOUT

In order to facilitate a structured evaluation of the submissions resulting from this tender, Taletso TVET College requires each supplier to conform to a specific bid layout. Deviation from this required document structure may result in disqualification.

6.1 GENERAL NOTES:

- a) A cover page per **Appendix** is included in this document and Supplier must ensure that these cover pages are used in their submissions.
- b) Each **Appendix** cover will contain a list of the required information and / or documents that need to be included in that section. The list has a check box for the supplier to indicate that the information requested has been included.
- c) Each **Appendix** cover page is to be signed by the duly authorized representative of the Supplier.

7. TECHNICAL SPECIFICATION

Detailed specifications and pricing schedules will be issued with each RFQ after panel appointment

8. EVALUATION PROCESS

8.1 AIM OF EVALUATION

To ensure that all bids received are afforded the opportunity to compete equally and enable Taletso TVET College a chance to evaluate the tender received in fair and unbiased manner, as per pre – described process of evaluating bids.

8.2 EVALUATION CRITERIA

The evaluation criteria as set out hereunder will assist Taletso TVET College to ensure conformity to all tender requirements. Taletso TVET College's evaluation team shall use the evaluation criteria, weights, applicable values and / or minimum qualifying score for functionality as indicated in the tender document. The evaluation criteria can be discussed and clarified with all attendees at the compulsory information session, where applicable, as an aid to prepare for such evaluation.

The set evaluation criteria shall be used as a guideline, but not limited to the following process:

8.2.1 STAGE 1:PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

All bids will first be evaluated to determine compliance with the mandatory administrative and statutory requirements stipulated in this tender document.

Bidders must submit all mandatory documents listed under the Mandatory Requirements. Failure to submit any mandatory document or failure to comply with any mandatory requirement will result in the bid being declared non-responsive and excluded from further evaluation, no points will be allocated during this stage.

Only bidders who successfully comply with all the mandatory requirements in Stage 1 shall proceed to Stage 2 (Functionality Evaluation). Bidders that fail to submit any mandatory document or do not meet the mandatory requirements stipulated in this tender document shall be declared non-responsive and shall not be considered for further evaluation under Stage 2 (Functionality).

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Description of Appendix	Requirement	Circle yes if submitted	
		Yes	No
Tender Document	Each page of the TENDER document to be initialled by a delegated representative	Yes	No
Proof of Bank Account	Stamped letter from bank (not older than 6 months)	Yes	No
Proof of Payment	Proof of tender document purchase.	Yes	No
Tender Document	Each page of the TENDER document to be initialled by a delegated representative	Yes	No
Proof of Bank Account	Stamped letter from bank (not older than 6 months)	Yes	No
Proof of Payment	Proof of tender document purchase.	Yes	No
Company registration documents	Company registration documents/CK (CIPC)	Yes	No
ID Copies of directors	Certified & not older than 6 months	Yes	No
SARS	Valid Tax pin	Yes	No
Proof of address	Proof of address (e.g. Municipal letter/lease agreement /traditional authority letter)	Yes	No
Fully complete SBD forms	SBD 4, 6.1, 8 and 9 forms	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No
Letter of Good Standing (COIDA)	Letter of good standing from Department of labour.	Yes	No
Company Profile	A comprehensive company profile detailing the company's background, organisational structure, core business, experience, key personnel, resources, and previous or current projects relevant to the services being procured.	Yes	No
Audited Annual Financial Statements or Financial Statements	Submit the latest audited annual financial statements for the most recent financial year. Where an audit is not legally required, submit signed annual financial statements prepared by an independent accounting officer or the company.	Yes	No
Latest Three (3) Months Bank Statements / Proof of Financial Capacity	Submit original or certified bank statements for the latest three (3) consecutive months, or other acceptable proof of financial capacity demonstrating the bidder's ability to execute the contract	Yes	No

Methodology and Work Plan	Submit a detailed methodology demonstrating the bidder's understanding of the scope of work, proposed approach, execution strategy, quality assurance measures, risk management approach, and resource allocation.	Yes	No
Project Implementation Programme / Schedule	Submit a comprehensive project implementation plan indicating key activities, deliverables, milestones, timelines, dependencies, responsible personnel, and completion dates for the contract period.	Yes	No
Skills Transfer and Capacity Building Plan	Submit a detailed plan outlining how knowledge and skills will be transferred to Taletso TVET College personnel, including the training approach, target audience, training schedule, expected outcomes, and monitoring mechanisms	Yes	No
Reference Letters / Proof of Similar Projects	Submit reference letters on the client's official letterhead for similar projects completed within the last five (5) years. Each letter must include the client name, project description, contract value (where applicable), completion date, and contact details of a person who can verify the information. Copies of purchase orders, appointment letters, or signed contracts may also be attached as supporting evidence.	Yes	No
CVs of Key Technical Personnel	Submit detailed Curriculum Vitae (CVs) of all key personnel proposed for the project. CVs should clearly indicate qualifications, professional registrations (where applicable), relevant experience, years of experience, certifications, and the specific role each individual will perform under the contract.	Yes	No
Professional Registrations / Accreditation Certificates	Submit valid professional registration certificates, licences, or accreditation certificates issued by the relevant statutory or professional bodies applicable to the services being procured. Registrations must be current and in good standing.	Yes	No
Submission of Electronic Copies (USB Drive Requirement)	Bidders must submit a USB containing scanned PDF copies of all tender documents. The USB must match the hard copy submission. Failure to include a complete USB version may result in the bid being deemed non-responsive.	Yes	No

Public Liability Insurance	A valid Public Liability Insurance Certificate with a minimum cover of R5 million (or such higher amount as specified by the College), valid for the duration of the contract or accompanied by a letter from the insurer confirming that the cover will remain in force upon contract award.	Yes	No
CIDB Registration Certificate	Bidders MUST be registered with the Construction Industry Development Board (CIDB) and MUST POSSESS ALL the following minimum contractor gradings at the time of bid closing: • General Building (GB): Grade 4GB or higher • Mechanical Engineering Works (ME): Grade 4ME or higher • Civil Engineering (CE): Grade 4CE or higher • Electrical Engineering Works (EB): Grade 4EB or higher Joint ventures or consortiums must ensure that the lead partner or combined CIDB grading complies with the applicable CIDB Regulations. The College reserves the right to verify the validity and grading of the CIDB registration.	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

8.2.2 STAGE 2: EVALUATION OF FUNCTIONALITY

Only bids that successfully pass the Mandatory Compliance Evaluation (Stage 1) will proceed to the Functionality Evaluation.

The purpose of the Functionality Evaluation is to assess each bidder's technical capability, experience, methodology, capacity, and ability to successfully execute the required services. Functionality will be evaluated out of 100 points in accordance with the criteria set out in this tender document.

To qualify for appointment to the panel, bidders must obtain a minimum score of 70 points out of 100. Only bidders achieving 70 points or more will be considered responsive and eligible for appointment to the panel of service providers.

Appointment to the panel does not guarantee any minimum value or volume of work. Work will be allocated on an as-and-when-required basis in accordance with the College's Supply Chain Management Policy, operational requirements, budget availability, and the applicable procurement procedures.

N.B Price will not be evaluated during the establishment of the panel. Once the panel has been established, the College will, as and when a specific project, work package, or service requirement arises, allocate work among the appointed panel members through a fair and transparent rotation system. Where appropriate, the College may invite panel members to submit quotations through a Request for Quotations (RFQ) or a mini-competition, in accordance with the College's Supply Chain Management Policy and applicable procurement legislation.

The rotation process will take into account factors such as the scope and complexity of the work, the relevant CIDB grading, technical expertise, previous performance, capacity to deliver, geographical location where applicable, availability of the service provider, value of the project, and equitable distribution of opportunities among panel members.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
<u>Experience, Skills and Ability of Service Provider to Fulfil TALETSO TVET College.</u> Provide Four (4) contactable references – Appointment Letter/purchase order with completion certificate and project reference (i.e. A set of Purchase Order, Completion Certificate and reference/recommendation letter obtained from the same contract) Appointment Letter/purchase order and reference must be on the company letterhead/stamped and have contact details. Failure to submit a set of appointment letter/purchase order with completion certificate and reference letter for each project submitted will result in the bidder forfeiting points. Points will be allocated as follows: • 4 Appointment letters with completion certificates and contactable references = 30	30

- 3 Appointment letters with completion certificates and contactable references = 20
- 2 Appointment letters with completion certificates and contactable references = 10
- 1 Appointment letter with completion certificate and contactable references = 5

NB: Bidders are to provide three (3) requirements (appointment letter/Purchase order and Completion certificate and reference letter) per project provided.

Qualifications and Experience of Key Personnel

40

The bidder must submit detailed CVs, certified qualifications and professional registrations (where applicable) for key personnel proposed for the contract.

Site Agent

5 years or more experience with a minimum qualification of a National Diploma in Civil Engineering=10 points

- 5 years' experience 10 points
- 4 years' experience 8 points
- 3 years' experience 6 points
- 2 years' experience 4 points
- 1 years' experience 2 points
- Less than 1-year experience 0 points

Quantity Surveyor with a minimum qualification of a National Diploma in Quantity Surveying=10 points

- 5 years' experience 10 points
- 4 years' experience 8 points
- 3 years' experience 6 points
- 2 years' experience 4 points
- 1 years' experience 2 points
- Less than 1-year experience 0 points

OHS with a minimum qualification of a Health and Safety Certificate and Safety=10 points.

- 5 years' experience 10 points
- 4 years' experience 8 points
- 3 years' experience 6 points
- 2 years' experience 4 points
- 1 years' experience 2 points
- Less than 1-year experience 0 points

General Site Foreman=10 points

- 5 years' experience 10 points
- 4 years' experience 8 points
- 3 years' experience 6 points
- 2 years' experience 4 points
- 1 years' experience 2 points
- Less than 1-year experience 0 points

<u>Methodology and work plan</u> Detailed plan comprising of the following: • Comprehensive methodology addressing all the above requirements with a realistic implementation programme, risk management, quality assurance and clear milestones=15 • Good methodology addressing most of the requirements with minor omissions=10 • Basic methodology with limited detail and lacking several key project management elements=5 • Inadequate methodology or no methodology submitted=0 The methodology should include, at a minimum: • Detailed project implementation methodology. • Project implementation programme with clearly defined activities and milestones. • Risk management plan, including identification of risks and mitigation measures. • Detailed work breakdown structure (WBS) showing stages of completion, responsibilities, deliverables, timelines and due dates. • Quality assurance and quality control measures. • Resource allocation plan, including key personnel, equipment and materials. • Communication and reporting plan. • Health, Safety and Environmental (HSE/OHS) compliance plan. • Commissioning, testing and handover procedures. • Defects liability and post-installation support plan.	15
<u>Locality</u> • 15 Points within Ngaka Modiri Molema District Municipality • 10 Points within North West province. • 5 Points outside North West Province. No locality = 0 points	15
Total points	100

Please include reference letters for all your clients in the table below.
Kindly complete the table below for references.

FUNCTIONALITY CRITERIA

REFERENCE ONE (1)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company One (1)			Contact Name:	
Name of Company:			Contact Telephone:	
Contact e-Mail:				
Description of Contract:				
Contract Details				
1	Contract Value:			
2	Contract Commencement date:			
3	Contract Completion Date:			
4	Contract Duration:			
Attach Reference Letter 1 Note: References to be in the letterhead of the company that is making the reference.				

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

REFERENCE TWO (2)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company Two (2) Name of Company:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value:		
2	Contract Commencement date:		
3	Contract Completion Date:		
4	Contract Duration:		
Attach Reference Letter 2 Note: References to be in the letterhead of the company that is making the reference.			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

REFERENCE THREE (3)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company Three (3) Name of Company:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value:		
2	Contract Commencement date:		
3	Contract Completion Date:		
4	Contract Duration:		
Attach Reference Letter 3 Note: References to be in the letterhead of the company that is making the reference.			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

FUNCTIONALITY CRITERIA

REFERENCE FOUR (4)

COMPLETE TABLE IN FULL BELOW (COMPULSORY)

Reference Company Four (4) Name of Company:		Contact Name:	
Contact e-Mail:		Contact Telephone:	
Description of Contract:			
Contract Details			
1	Contract Value:		
2	Contract Commencement date:		
3	Contract Completion Date:		
4	Contract Duration:		
Attach Reference Letter 4 Note: References to be in the letterhead of the company that is making the reference.			

FAILURE TO PROVIDE RELEVANT PROOF WILL RESULT IN ZERO POINT ALLOCATION

9. TENDER FORM, IMPORTANT CONDITIONS & MISCELLANEOUS REQUIREMENTS

9.1 I/We hereby tender to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to Taletso TVET College on the items and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices and on the terms regarding time for delivery and/or execution inserted therein.

9.2 I/We agree that:

- a) The offer herein shall remain binding upon me/us and open for acceptance by Taletso TVET College during the validity period indicated and calculated from the closing time of the tender;
- b) If I/we withdraw my/our tender within the period for which I/we have agreed that the tender should remain open for acceptance, or fail to fulfil the contract when called upon to do so, Taletso TVET College may without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and Taletso TVET College and I/we will then pay to Taletso TVET College any additional expense incurred by Taletso TVET College having either to accept any less favorable tender or fresh tenders have to be invited, the additional expenditure incurred by the invitation of fresh tender and by the subsequent acceptance of any less favorable tender, Taletso TVET College shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other tender or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss Taletso TVET College may sustain by reason of my/our default;
- c) If my /our tender is accepted, the acceptance may be communicated to me/us by letter or ordinary post or registered post and the SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to the SA Post Office Ltd shall be treated as delivery to me/us;
- d) The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic (full address).
- e) I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- f) I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principles (s) liable for the due fulfilment of this contract.
- g) I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment, which may be pronounced against me/us as a result of such action.
- h) I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or tender(s) involved.

Are you duly authorized to sign Acknowledgement of the tender?

***YES / NO**

Has the Declaration of Interest been duly completed and signed?

***YES / NO**

***Delete whichever is not applicable**

SIGNATURE (S) OF TENDER OR ASSIGNEE(S)

DATE:

Please complete the following in block letters

Capacity and particulars of the authority under which this tender is signed

Name of Service Provider

Postal Address

Telephone number(s) (Toll free if applicable)

Facsimile number(s)

Email Address(s)

Tender Number

Name of contact person

10. ACKNOWLEDGEMENT OF TENDER

10.1 I/We.....having examined the Tender Document and all other information available prior to the closing date, hereby offer to execute, complete and maintain the whole of the said works and to supply all the requisite goods and/ or services in conformity with the previously mentioned documents.

10.2 Name of Service Provider:

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Company Stamp: _____

Signature

Date

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 quotation, advertised competitive bid, limited bid). 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-

- the bidder is employed by the state; and/or
- 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, shareholder²):
.....

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 / persal numbers must be indicated in paragraph 3 below.

¹ "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; or
- (e) Parliament.

² "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.

2.7 Are you or any person connected with the bidder

YES / NO

presently employed by the state?

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:
.....

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain

YES / NO

the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid

YES / NO

document?

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

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

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

2.7.3 Did you or your spouse, or any of the company's directors /
YES / NO
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.7.4 If so, furnish particulars:

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

2.8 Do you, or any person connected with the bidder, have
YES / NO
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?

2.9.1 If so, furnish particulars.

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

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

2.10.1 If so, furnish particulars.

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

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

2.11.1 If so, furnish particulars:

.....
.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

DECLARATION WITH REGARD TO COMPANY/FIRM

3.1. Name of company/firm.....

3.2. Company registration number:

3.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

3.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution'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.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	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.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? 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 home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	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 ☐	No ☐
4.4.1	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

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids/

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(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:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) 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.

³ 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.

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

GENERAL CONDITIONS OF CONTRACT

PLEASE INITIAL EACH PAGE OF THE GENERAL CONDITIONS OF CONTRACT

Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document and are required to explicitly state "Comply/Accept" or "Do not comply/Do not accept" (with a ☐ or an X) regarding compliance with the requirements. Where necessary, the bidders shall substantiate their response to a specific question.

1.

This bid is subject to the General Conditions of Contract stipulated below.	Accept	Do not accept

2.

The laws of the Republic of South Africa shall govern this tender and the bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	Accept	Do not accept

3.

Taletso TVET College shall not be liable for any costs incurred by the bidder in the preparation of response to this tender. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's bid or to select any bid, or to discuss the reasons why such vendor's or any other bid was accepted or rejected.	Accept	Do not accept

4.

Taletso TVET College may request written clarification or further information regarding any aspect of this bid. The bidders must supply the requested information in writing within twenty-four (24) hours after the request has been made, otherwise the bid may be disqualified.	Accept	Do not accept

5.

In the case of Consortium, Joint Venture or subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and Rand value.	Accept	Do not accept

6

	Accept	Do not accept
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In the case of Consortium, Joint Venture or subcontractors, all bidders are required to provide mandatory documents as stipulated in schedule 1 of the Response format.

7

Taletso TVET College reserves the right to; cancel or reject any bid and not to award the bid to the lowest bidder or award parts of the bid to different bidders, or not to award the bid at all.

Accept

Do not accept

8

Where applicable, bidders shall provide signed agreements or letters of commitment from any specialist subcontractors or suppliers who will be engaged to perform specialised works under this contract.

Accept

Do not accept

9

By submitting a bid in response to this tender, the bidders accept the evaluation criteria as it stands.

Accept

Do not accept

10

Where applicable, Taletso TVET College reserves the right to run benchmarks on the requirements equipment during the evaluation and after the evaluation.

Accept

Do not accept

11

Taletso TVET College reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the tender and supporting documents.

Accept

Do not accept

12

Only the solution commercially available at the bid closing date shall be considered. No Bids for future solutions shall be accepted.

Accept

Do not accept

13

The bidder should not qualify the bid with own conditions.
Caution: If the bidder does not specifically withdraw its own conditions of bid when called upon to do so, the bid response shall be declared invalid.

Accept

Do not accept

14

Should the bidder withdraw the bid before the bid validity period expires, Taletso TVET College reserves the right to recover any additional expense incurred by Taletso TVET College having to accept any less favourable bid or the additional expenditure incurred by Taletso TVET College in the preparation of a new tender and by the subsequent acceptance of any less favourable bid.	Accept	Do not accept

15

Delivery of and acceptance of correspondence between the Taletso TVET College and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	Accept	Do not accept

16

Should the parties at any time before and/or after the award of the bid and prior to, and-or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. Taletso TVET College shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the bid by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that Taletso TVET College reserves the right to award the same bid to next best bidders as it deems fit.	Accept	Do not accept

17

In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.	Accept	Do not accept

18

Any amendment or change of any nature made to this tender shall only be of force and effect if it is in writing, signed by Taletso TVET College signatory and added to this tender as an addendum.	Accept	Do not accept

19

Failure or neglect by either party to (at any time) enforce any of the provisions of this bid shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this bid. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this bid, or prejudice the right of that party to institute subsequent action.	Accept	Do not accept

20

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

21

All services supplied in accordance with this bid must be certified to all legal requirements as per the South African law.	Accept	Do not accept

22

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.	Accept	Do not accept

23

Evaluation of Bids shall be performed by an evaluation panel established by Taletso TVET College. Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the tender.	Accept	Do not accept

24

If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.	Accept	Do not accept

25

The bidders' response to this Bid, or parts of the response, shall be included as a whole or by reference in the final contract.	Accept	Do not accept

26

Should the evaluation of this bid not be completed within the validity period of the bid, Taletso TVET College has discretion to extend the validity period.	Accept	Do not accept

27

Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.	Accept	Do not accept

28

Should the bidder change any wording or phrase in this document, the bid shall be evaluated as though no change has been effected and the original wording or phrasing shall be used.	Accept	Do not accept
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Signature

Date

