

REFERENCE: GTAC 014-2020-21

DESCRIPTION: THE IDENTIFICATION OF ACCREDITED TRAINING PROVIDERS TO FACILITATE THE DESIGN AND DELIVERY OF A TRAINING PROGRAMME ON THE MFMA REGULATED MINIMUM COMPETENCY LEVELS FOR APPROXIMATELY 100 NATIONAL AND PROVINCIAL TREASURY OFFICIALS ON IDENTIFIED UNIT STANDARDS

CLOSING TIME: 11H00 AM

CLOSING DATE: FRIDAY, 25 SEPTEMBER 2020

INFORMATION TO BIDDERS

Reference: GTAC 014-2020-21

Description: **THE IDENTIFICATION OF ACCREDITED TRAINING PROVIDERS TO FACILITATE THE DESIGN AND DELIVERY OF A TRAINING PROGRAMME ON THE MFMA REGULATED MINIMUM COMPETENCY LEVELS FOR APPROXIMATELY 100 NATIONAL AND PROVINCIAL TREASURY OFFICIALS ON IDENTIFIED UNIT STANDARDS**

Closing time: 11h00 am

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1. CONTENTS OF THE BIDDER PACK

Tender Pack Doc.	Title	Type	Purpose
1	Information to Bidders	pdf	For Information
2	Terms of reference	pdf	Technical Requirements
3	SBD 1 – Invitation to bid	pdf	To be printed, filled in by hand and signed.
4	<ul style="list-style-type: none"> SBD 2 – Tax clearance certificate requirements. CSD report/ SARS pin number/MAAA registration number. 	pdf	<ul style="list-style-type: none"> Tax Clearance Certificate to be submitted for screening purposes (State Security Agency) Provide CSD number /SARS pin/
5	SBD 4 – Declaration of interest	pdf	To be printed, filled in by hand and signed.
6	SBD 6.1 - B-BBEE declaration	pdf	To be printed, filled in by hand and signed.
7	SBD 8 - Declaration of bidder's past supply chain management practices	pdf	To be printed, filled in by hand and signed.
8	SBD 9 - Certificate of independent bid determination	pdf	To be printed, filled in by hand and signed.
9	Pro-forma CV	MS Word	For completion in the MS Word Form as provided.
10	SBD 3.3 pricing schedule must be submitted before or on the closing date of the bid in a sealed envelope marked pricing schedule/price proposal.	pdf	Information requirement

2. INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF BIDS

This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with of the Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).

2.1 COMPLETION OF BIDS

Bidders are advised that, to facilitate an efficient evaluation process, the bid should be as prescribed, concise and written in plain English; and

2.2 CLARIFICATIONS

- 2.2.1 Requests for clarification must be made in writing by e-mail to psp@gtac.gov.za
- 2.2.2 Requests for clarification will be accepted by GTAC up until 11 September 2020
- 2.2.3 The submission reference [GTAC: 014-2020-21] should be included in the subject line of the email.
- 2.2.4 Telephonic requests for clarification will not be accepted.
- 2.2.5 The clarifications will be made available to all applicants by a notification on the following websites:
https://www.gtac.gov.za/Pages/Advertised_Tenders.aspx
<http://www.treasury.gov.za/tenderinfo/GTAC/tenders.aspx>/tender e-portal

3 EVALUATION PROCESS

3.1 The evaluation process comprises the following phases:

3.1.1 Phase 1: Initial screening process

- 3.1.1.1 During this phase bid documents will be reviewed to determine compliance with tax matters and whether Central Supplier Database report (CSD) or SARS pin number/MAAA registration has been submitted with the bid documents at closing date and time of bid.
- 3.1.1.2 The bid proposal will be checked for compliance with the administrative requirements of the bid as indicate below:

Step	Administrative Requirements	Check
1	Master bid document	Provided and bound
2	Four copies of the Bid document	Provided and bound
	Included in the bid document	
3	SBD 1	Completed and signed
4	SBD2 or CSD registration number/SARS pin and CSD summary report	Provided and valid
5	SBD 4	Completed and signed
6	SBD 6.1	Completed and signed

Step	Administrative Requirements	Check
7	SBD 8	Completed and signed
8	B-BBEE Certificate if applicable in accordance with SBD 6.1/Affidavit if applicable	Provided and valid
9	SBD 9	Completed and signed
10	CV in prescribed format as attached	Must be submitted
11	SBD 3.3 pricing schedule	Completed and signed (sealed in a separate enveloped marked "pricing schedule/price proposal")

GTAC reserves the right to reject applications that are not submitted in the prescribed format or where the information presented is illegible or incomplete.

3.1.3 Phase II: Functionality evaluation - desktop

- a. Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section of the Terms of Reference (TOR). During this stage bidders' response will be evaluated for functionality based on achieving a minimum score of **70 %** specified in the Terms of Reference of this bid. Bidders who are successful in meeting the functionality threshold of 70% will be invited to attend an interview.
- b. Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- c. Bidders will not rate themselves, but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- d. The panel members will individually evaluate the responses received against the criteria as set out set out in the TOR.

3.1.4 Phase III: Functionality evaluation – Interview

- a. GTAC: PSP official will invite bidders who scored minimum threshold of **70%** for Interview that forms part of the evaluation process in the Terms of Reference. Bidders who are successful in meeting the functionality threshold of 70% during the interview process, will be evaluated further on price and B-BBEE principle.

3.1.5 Phase IV: Price evaluation as per PPPFA

- a. The Price will be evaluated as per paragraph 5 indicated below.

- b. Price Schedule/ Financial proposal must be submitted in South African Rand.
- c. GTAC reserves the right to negotiate rates with the recommended bidder/s.

4. SCORING METHODOLOGY

- a. Each panel member will rate each individual criterion on the score sheet using the values: **1-5** as detailed in the TOR scoring criteria.



- b. Individual value scores will be added to obtain the marks scored for all elements. These marks will be added and averaged according to the number of panel members. Only bidders that have met or exceeded the minimum threshold of 70 % for desktop evaluation and interview will be evaluated and scored in terms of pricing and B-BBEE/ **PPPFA**.

5. EVALUATION CRITERIA

- a. In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point for Broad-Based Black economic empowerment in terms of which points are awarded to bidders on the basis of:
 - The bid price (maximum 80 points)
 - Broad-based black Economic Empowerment as well as specific goals (maximum 20



- b. The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 million:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

A maximum of 20 points may be awarded to a bidder for being a Broad-Based Black Economic Empowerment and/or subcontracting with a Broad-Based Black Economic Empowerment stipulated in the Preferential Procurement regulations. For this bid the maximum number of Bro



ad-based black Economic Empowerment status that could be allocated to a bidder is indicated in paragraph 6.

- c. The State reserves the right to arrange contracts with more than one contractor.
- d. It is the Government's intention to promote the following Broad-Based Black Economic Empowerment with this bid, and the points to be allocated are indicated against each level of contributor:

6. POINTS

The Preferential Procurement Policy Framework Act 2000 (PPPFA) Regulations were gazetted on January 2017 (No. 34350) and effective from April 2017. These regulations require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from a SANAS accredited verification agency and accredited Auditing firm, the 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

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

Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service providers.

- a. The points scored by a bidder in respect of the points indicated above will be added to the points scored for price.
- b. Bidders are requested to complete the various preference claim forms in order to claim preference points.
- c. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for B-BBEE status.
- d. Professional Services Procurement Unit may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to B-BBEE status.
- e. Points scored will be rounded off to the nearest 2 decimals.

- f. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for B-BBEE status. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- g. The bidder may submit copies of identity documents of directors or shareholders of the company who will be responsible for this project with the bid documents at the closing date and time of the bid and failure to do so your bid may not be considered.



7. MANDATORY REQUIREMENTS

- 7.1 CVs from persons employed by the State will not be considered.
- 7.2 Consultants shall not be appointed for any assignment/work that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out assignment in the best interest of GTAC.
- 7.3 Companies are only allowed to submit no more than three (3) resources per bid. Should more than 3 resources be proposed, only the first three (3) resources will be evaluated.
- 7.5 CVs of any individual must only be submitted as part of one bid. Bidders must ensure that CVs are signed by the respective individuals confirming that he/she is not included in bids from other service providers. Failure to comply these restrictions will lead to disqualification of Individuals CVs.
- 7.6 SBD 3.3 pricing schedule/financial proposal must be submitted before the closing date of the bid in a separate sealed envelope marked "pricing schedule/price proposal". Failure to comply with this requirement you bid will be disqualified.



8. TAX CLEARANCE CERTIFICATE

A valid Tax Clearance Certificate issued by the South African Revenue Services certifying that the taxes of the bidder are in order must be submitted at the closing date and time, where consortium/joint ventures/sub-contractor are involved each party to the association must submit a separate valid Tax Clearance Certificate or SBD2 or Central Supplier Database (CSD) summary report /SARS pin registration number must be provided with this bid.

9. VALUE ADDED TAX

All bid prices must be inclusive of 15% Value-Added Tax and quoted in Rands.

10. CLIENT BASE



- 10.1 GTAC reserves the right to contact references during the evaluation and adjudication process to obtain information.

11. LEGAL IMPLICATIONS

Successful service providers must be prepared to enter into a service level agreement with the GTAC.

The GTAC reserves the right to award this bid on a non-exclusive basis, i.e. GTAC may procure similar services outside this bid with the view of securing the best service and value for money.

12. COMMUNICATION

Professional Services Procurement (PSP) within GTAC will communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for the National Treasury in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

13. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Information to bid by bidders will result in invalidation of such bids.

14. PROHIBITION OF RESTRICTIVE PRACTICES

a. In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:

- directly or indirectly fixing a purchase or selling price or any other trading condition;
- dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
- collusive bidding.

b. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate

the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

15. FRONTING

- a. The National Treasury supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the National Treasury condemns any form of fronting.

- b. The National Treasury, 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 to determine the accuracy of the representation 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 Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.

16. TIMEFRAMES AND FORMAL CONTRACT

Successful bidder(s) will be required to enter into formal contract with the GTAC.

17. PACKAGING OF BID

The bidder shall place both the sealed Technical Proposal and Price/ Financial Proposal envelopes into an outer sealed envelope or package, and must be clearly marked as follows:

18. FUNCTIONALITY PROPOSAL

- 18.1. The bid submission must include four individually bound documents:
- 18.2. The originally signed and bound master document; and
- 18.3. Four individually bound copies of the master document. The bid document must include the following;

Sequence	Document Title
1	SBD 1
2	CSD report/ SARS pin number/MAAA registration number
3	SBD 4

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Sequence	Document Title
4	SBD 6.1
5	SBD 8
6	B-BBEE Certificate if applicable
7	SBD 9
9	CV in prescribed format
10	Certified copy of academic qualifications

18.1 The bid shall not include any other documentation (eg. Annual reports, brochures).

18.2 The bid shall be enclosed in a sealed envelope.

18.4 The envelope is to be addressed as follows:

Tender:	THE IDENTIFICATION OF ACCREDITED TRAINING PROVIDERS TO FACILITATE THE DESIGN AND DELIVERY OF A TRAINING PROGRAMME ON THE MFMA REGULATED MINIMUM COMPETENCY LEVELS FOR APPROXIMATELY 100 NATIONAL AND PROVINCIAL TREASURY OFFICIALS ON IDENTIFIED UNIT STANDARDS
No:	GTAC: 014-2020-21
Submission closing date:	Friday, 25 September 2020
Submission closing time:	11:00 am
Name of bidder:	
Contact number of bidder:	
Address of bidder:	

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19 PRICE/ FINANCIAL PROPOSAL

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Bid closing date and time: 25 September 2020 at 11h00



Name and address of the bidder:

In this envelope, the bidder shall provide the price/ financial proposal.

20 CONTACT DETAILS

Professional Services Procurement, 24th floor at GTAC,
Private Bag x 115, Pretoria, 0001

Physical address: 240 Madiba Street (Vermeulen), Pretoria

For any enquiries, email: psp@gtac.gov.za

