

REFERENCE: RFP 002-2023

REQUEST FOR PROPOSAL

DESCRIPTION:

**APPOINTMENT OF A PROJECT MANAGER CONTRACTOR FOR  
SKILLS DEVELOPMENT**

**DATE ISSUED: 02 JUNE 2023**

**CLOSING DATE: 01 JULY 2023 , 15H00**

**TENDER BOX:**

Magwa Enterprise Tea (Pty) Ltd  
The Main Office Building  
Procurement Department  
1 Mbotyi  
Lusikisiki Rural District  
4820

**OR**

Eastern Cape Rural Development Agency (ECRDA)  
2<sup>nd</sup> Floor  
Phase 3  
3-33 Phillip Frame Road  
Waverley Office Park  
Chislehurst  
East London

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## 1. INTRODUCTION

Established in 1961, Magwa Enterprise Tea sprawls across 2008 hectares of prime tea-growing land in Magwa estate tea (1703ha) situated in Lusikisiki and the Majola estate (305ha) in Port St. Johns. It is the single largest employer in a region hit hard by poverty and unemployment.

In addition to the direct benefits Magwa estate brings to the region, it has significant untapped tourism potential due to its prime location – apart from the three spectacular waterfalls, the estate also offers number of breath-taking sea views. Magwa Enterprise tea is a wholly owned subsidiary of The Eastern Cape Rural Development Agency (ECRDA)

## 2. OVERVIEW OF MAGWA ENETPRISE TEA

### Our Business

- Production, processing, selling of bulk tea and value added teabag

### Our Strategic Objectives

- Increased tea production VOLUMES and QUALITY
- Increased revenue and shift from bulk to teabag REVENUE Channel.
- Facilitate INVESTMENT towards enterprise diversification in high value commodities, Eco-tourism and Mechanisation and Modernisation of the tea production including value addition tea bag.
- Develop a high PERFORMING, diverse, agile, engaged, and evolved workforce.
- Use of DATA within a comprehensive knowledge management framework to ensure accurate planning, integrity, drive insight and improve outcome.
- Demonstrate effective stewardship of our RESOURCES to ensure efficiency and effectiveness in the delivery of quality outcome.
- Work with and through stakeholders to improve and build TRUST and CONFIDENCE within the Community

## 3. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The purpose of this Request for Proposal (RFP) is to solicit proposals from potential service provider(s), hereafter referred to as Bidder(s) with a minimum B-BBEE status level 3 for the appointment of a Panel of Project Management Contractors whose services will be required by Magwa Enterprise Tea (Pty) Ltd (here-in referred to as MET) for skills development program.

MET contribute towards Skills Development Levy and would want to make use of its contribution to support its workplace skills plan (WSP) to train its workers, ensuring that it has a skilled agricultural workforce with the requisite expertise that matches the current and future needs of our business, technological changes, applicable international standards and best practices.

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder(s) required by MET.

This RFP does not constitute an offer to do business with MET, but merely serves as an invitation to Bidders to facilitate a requirements-based decision process.

#### **4. LEGISLATIVE FRAMEWORK OF THE BID**

##### **4.1 PROCUREMENT LEGISLATION**

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

##### **4.2 TECHNICAL LEGISLATION AND/OR STANDARDS**

Bidder(s) should be cognisant of the following legislation and/or standards specifically applicable to the services, including but not limited to:

###### **Acts (This list is not exhaustive)**

- 4.2.1. Adult Basic Education and Training Act, 2000 (Act No. 52 of 2000)
- 4.2.2. Further Education and Training Colleges Act, 2006 (Act No. 16 of 2006)
- 4.2.3. General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)
- 4.2.4. Higher Education Act, 1997 (Act No. 101 of 1997)
- 4.2.5. National Qualification Methodology Act, 2008 (Act No. 67 of 2008)
- 4.2.6. Skills Development Levies Act, 1999 (Act No. 9 of 1999)
- 4.2.7. Skills Development Act, 1998 (Act No. 97 of 1998)
- 4.2.8. South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
- 4.2.9. Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)
- 4.2.10. Further Education and Training Act, 1998 (Act No. 98 of 1998)
- 4.2.11. POPI Act – Protection of Personnel Information Act,2013 (Act No.4 of 2013)

**5. BRIEFING SESSION**

None

**6. DURATION OF THE CONTRACTS**

The successful bidder will be appointed for a period of thirty-six (36) months

**7. TIMELINE OF THE BID PROCESS**

The **validity period** of the tender and the withdrawal of offers, after the closing date and time, is one hundred and eighty (90) days.

Activity	Date Due
Advertising of the bid in the: <ul style="list-style-type: none"> <li>- Media platform</li> <li>- MET website</li> </ul>	02 June 2023
Bid Closing date	03 July 2023 (15H00)
Notice to Service Providers (s)*	20 July 2023
Contract commencement date*	August 2023

\*Dates subjected to change

Any time or date in this bid is subject to change at MET sole discretion. The establishment of a time or date in this bid does not create an obligation on the part of MET to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if MET extends the deadline (the closing date) for bid submissions for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

**8. CONTACTS**

A nominated official of the potential bidder(s) can make enquiries in writing to Ms. Bulelwa Dakuse via email at : [tenderoffice@magwatea.com](mailto:tenderoffice@magwatea.com) and Cc [professionalservices@magwatea.com](mailto:professionalservices@magwatea.com). Potential bidder(s) must reduce all telephonic enquiries to writing and send them to the above email addresses listed above.

**9. SCOPE OF WORK AND DOCUMENTATION REQUIRED****9.1 BACKGROUND AND OBEJECTIVES**

MET requires the services of Project Management Contractors firms to assist MET in the delivery of strategic projects aimed at achieving its 2025/26 Strategic Goals. In order to turnaround its business operations, the Enterprise has identified strategic skills development programmes of the organisation. Establishing and Positioning the EPMO in this way will assist the organisation in mechanisation,

automation and infrastructure refreshment. However, with projects being temporary endeavours to achieve unique outcomes, and with demand for projects varying over time, a permanent in-house is not a

requirement currently. The contracted bidders will assist MET in the implementation of Skills Development programmes and projects.

These programmes require integration and implementation along certain themes, e.g., registration, meaning there is a decisive requirement for certain portfolios to be grouped around similar products and processes such as Agriculture, Manufacturing Engineering and Food and Beverage Standards.

This will necessitate recruitment or sourcing of project management resources at different levels of business (Junior, Middle and Senior Management) to assist with the implementation of such programmes.

## **9.2 SCOPE OF WORK/ SERVICE**

Project Management Contractor (PMC) Scope of work include but not limited to:

- 9.2.1. Facilitate the appointment of training providers;
- 9.2.2. Supervision/ Management of training providers;
- 9.2.3. Monitoring of training providers and the actual training;
- 9.2.4. Reporting: Monthly Financial and Non- Financial (Performance information) Reporting;
- 9.2.5. Oversee the uploading of learners on accredited programmes;
- 9.2.6. Certification of all learners on completion of the programmes;
- 9.2.7. Oversee the Mentoring and Coaching of SMMEs;
- 9.2.8. The PMC should have systems in place- experience in payment of stipends;
- 9.2.9. The PMC should be able to provide clear strategies that will be used to mentor and coach SMMEs/COOPERATIVES as part of the exit and sustainability strategy;
- 9.2.10. The PMC should demonstrate the innovative use of Mentoring and Coaching of SMMEs/Cooperatives/ learners as part of an exit strategy and sustainability.

## **9.3 EXPERTISE REQUIRED**

- 9.3.1. Proof of the project Management experience of projects over R300 000 000 (Three Hundred Million Rands) Skill Development and training.
- 9.3.2. Proof of training and completion certificates/letters (Numbers ,duration and programmes)
- 9.3.3. Proof of the PMC as an accredited skill development provider with Construction.
- 9.3.4. Mentoring and Coaching – The PMC should be able to provide clear strategies that will be used to mentor and coach SMMEs as part of the exit and sustainability strategy.
- 9.3.5.

- 9.3.6. The PMC should provide proof that it has at least two training facility in two provinces approved by the relevant SETA/Quality assurance body in training;
- 9.3.7. The PMC should be able to demonstrate that has experience in the payment of learner stipends-Financial System ;
- 9.3.8. The PMC should provide proof that they have expertise in running Construction plant and has some machinery and equipment for training and work experience purpose.
- 9.3.9. The Bidders must be able to provide resources with experience as stipulated in any or all the different categories as indicated in paragraph below.

#### **9.4 PROGRAMMES CATERGORIES**

- 9.4.1.1 CATEGORY A - AGRICULTURE SKILLS DEVELOPMENT** – Mechanisation and Motorisation in the MET context refers to use of machine for maintenance & harvesting of tea in the tea fields. The methodology for delivery will be a workplace integration learning and classroom training
- 9.4.1.2 CATEGORY B - FOOD AND BEVERAGE PRODUCTION and SAFETY STANDARDS** – MET produce, process and package bulk and teabag. Tea is a beverage and is processed under particular food standards
- 9.4.1.3 CATEGORY C: MANUFACTURING INFRASTRUCTURE MAINTENANCE** – Maintenance of the Enterprise Assets and Infrastructure is critical for business our business continuity.

**Bidders must be able to provide project management resources at different skills and experience levels to deliver projects as per the following roles and high-level deliverables:**

- **Junior Project Managers (junior management)** - To manage and implement, under supervision, continuous improvement projects or components of projects within the controlled constraints of scope, time and cost while ensuring adherence to quality, legal and cost management requirements.
- **Project Managers (middle management)** - To manage the inception and implementation of capital investment projects within the controlled constraints of scope, time and budget while ensuring adherence to quality, legal and cost requirements and ensuring a basis for benefits realisation is set.
- **Senior Project/ Programme Managers (senior management)** - To manage the inception and implementation of transformational programmes within the controlled constraints of scope, time and costs and emergent shifts in strategic goals and associated outcomes for programmes while ensuring adherence to strategic outcomes, quality, legal and cost requirements and ensuring a basis for benefits realisation is set.

## 10. TECHNICAL REQUIREMENTS

### COMPANY PROFILE

Bidders should provide a detailed (non-generic) company profile that is purpose written for this bid submission that demonstrates with evidence:

- Proof of the project Management experience of projects over R300 000 000 (Three Hundred Million Rands) Skill Development and training,
- The bidders capability to provide MET with the resources as per MET resource output level requirements by providing a one-page cv for each role (i.e., one (1) Senior Project/ Programme Manager, one (1) Project Manager and one (1) Junior Project Manager) with the level of Seniority, Qualifications, Experience, Certification/Accreditation as per MET requirements for the category.
- Details of the key contact person / key account manager including his/her roles and responsibilities and a comprehensive CV, which must be signed by both the Bidder's authorised representative and the resource concerned, in order to confirm that it is accurate and complete.
- Bidders must provide the name(s) of at least two (2) clients to whom similar services as per the categories has been rendered, Bidder's reference should include the information below for each of the 2 references.
  - the name of the client, and contact person with Contact details (Contact number &/or Email Address),
  - the duration of the Bidder's contract with the Client related to the relevant category,
  - a brief description of all services provided to such company related to the relevant category,
  - Level of performance related to the relevant category indicating: Excellent, Good or Poor.

**NB: SARS reserves the right to contact the clients for a reference check. It is the responsibility of the Bidders to ensure that the clients on the schedule are contactable.**



## **11. TRAVEL COSTS**

### **11.1. Kilometre travel claims**

Travel expenses are to be specified by the bidders (for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices. MET will not pay the first 60 kilometres per trip. The rates should be as per published rates by the Department of Transport.

### **11.2. Accommodation**

Other expenses, for example accommodation (specify, e.g., three-star hotel, bed, and breakfast). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices. The rates cost should be as per published rates by national treasury circular no 7 of 2021/22 cost containment measure.

## **12. INSTRUCTION TO BIDDER (S)**

### **12.1. Registration on Central Supplier Database**

Service providers and suppliers who wish to render services to MET will no longer register at MET directly. Suppliers will have to register on the National Treasury Central Supplier Database (CSD) as per National Circular No 3 of 2015/6 – Central Supplier Database; CSD can be accessed via the following link: <https://secure.csd.gov.za/>.

National Treasury will maintain the database for all suppliers for Government and its institutions; and all existing and prospective suppliers are requested to register on the CSD by accessing the National Treasury website at [www.CSD.gov.za](http://www.CSD.gov.za).

Service providers and suppliers are expected to provide proof of registration and accreditation with the relevant Skills, Development and Training Authorities i.e. The Sector Education and Training Authority (SETA).

## 12.2. Bids Submission

12.2.1. Bids must be properly packaged and deposited in the below mentioned tender box on or before Closing Date and time at the Magwa Enterprise Tea Tender Office situated at:

1 Mbotyi Road  
Lusikisiki Rural District  
Lusikisiki  
4820

**OR**

Eastern Cape Rural Development Agency (ECRDA)  
2<sup>nd</sup> Floor  
Phase 3  
3-33 Phillip Frame Road  
Waverley Office Park  
Chislehurst  
East London

**The Bidder's proposal must be labelled and submitted in the following format both in hardcopy and the USB.**

[tenderoffice@magwatea.com](mailto:tenderoffice@magwatea.com) / CC \_ [professionalservices@magwatea.com](mailto:professionalservices@magwatea.com)

- 12.2.2. Bid documents will only be considered if received by MET before the Closing Date and time, regardless of the method used to send or deliver such documents to MET.
- 12.2.3. Bid documents will only be considered if received by SARS before the Closing Date and time, regardless of the method used to send or deliver such documents to SARS.
- 12.2.4. 13.7 Late bids will not be accepted and shall be returned to the Bidder (s). Late bids will not be accepted and shall be returned to bidder(s).

12.2.5. The Bidder's proposal must be labelled and submitted in the following format both in hardcopy and the USB.

FILE 1 (ONLY TECHNICAL PROPOSAL)	
<b>Exhibit 1</b> <ul style="list-style-type: none"> <li>• Pre-qualification documents (SBD documents and Other)</li> <li>• Proof of Central Supplier Database (CSD) Registration report (preferably the CSD report in PDF format) from National Treasury</li> </ul>	<b>Exhibit 2</b> <ul style="list-style-type: none"> <li>• Response to Technical Requirements as per paragraph 14.3 below.               <ul style="list-style-type: none"> <li>- Company profile</li> <li>- Capacity to provide resources</li> <li>- References</li> <li>- Skills Transfer</li> </ul> </li> </ul>
<b>Exhibit 3</b> General Conditions of Contract (GCC)	
FILE 2 (ONLY PRICE AND B-BBEE PROPOSAL)	
<b>Exhibit 1</b> <ul style="list-style-type: none"> <li>• B-BBEE Certificate</li> <li>• SBD 6.1</li> </ul>	<b>Exhibit 2</b> <ul style="list-style-type: none"> <li>• Pricing Schedule</li> </ul>
Note: MET request that Bidders use Lever Arch files to package their proposals	

### 13. EVALUATION AND SELECTION CRITERIA

MET has set minimum standards (Gates) that Service Provider(s) must meet in order to be evaluated and selected as a successful Service Provider.

- **Pre-Qualification Criteria (Gate 0)** – Service Provider(s) must submit all documents, as outlined in paragraph 14.1A below.
- **Technical Evaluation Criteria (Gate 1)** – Service Provider(s) will be evaluated out of 100 points for functionality. The detailed process for the technical evaluation is outlined in paragraph 11.2 below
- **Price and B-BBEE Evaluation (Gate 2)** – This will be evaluated out of 100 points. Price will be evaluated out of 80 and B-BBEE 20 points. The process is outlined in paragraph 9.3 below.

#### 13.1. PRE-QUALIFICATION CRITERIA – GATE 0

Without limiting to the generality of MAGWA TEA other critical requirements for this bid, a Service Provider(s) must submit the documents listed in **Table 14A** below. All documents must be completed and signed by the duly authorised representative of the prospective Service Provider(s). A Service Provider's proposal may be disqualified for non-submission of any of the documents.

**Table 14A: Documents that must be submitted for Pre-qualification**

Name of the document that must be submitted	Non-submission may result in disqualification
Central Registration Report (Central Database System) from National Treasury.	<b>YES</b> – Service Providers must register on Central Database System and submit the Report as confirmation of registration.
Tax Compliance status pin	<b>YES</b> – Submit a valid Tax Compliance status pin.
Invitation to Bid – SBD 1	<b>YES</b> – Complete and sign the supplied pro forma document.
Declaration of Interest – SBD 4	<b>YES</b> – Complete and sign the supplied pro forma document.
Reference Point Claim Form – SBD 6.1	<b>YES</b> – Complete and sign the supplied pro forma document.
General Conditions of Contracts (GCC)	<b>YES</b> – Sign the supplied GCC
Pricing Schedule	<b>YES</b> – Submit full details of the pricing proposal to MAGWA in Annexure B.
B-BBEE Certificate/Sworn Affidavit	<b>YES</b> – Submit a valid B-BBEE verification certificate or Sworn Affidavit.
Reference Point Claim Form – SBD 6.1	<b>YES</b> – Non-submission will lead to a zero score on B-BBEE.
A complete set of audited / reviewed annual financial statements for three (3) most recent financial periods in the name of the bidding entity	<b>YES</b> – Please submit

**13.2. TECHNICAL EVALUATION (GATE 1) = 100 POINTS**

Only bidders that have met the Pre-Qualification Criteria in Gate 0 and mandatory requirements in Gate 1 will be evaluated in Gate 2 for functionality / technical.

Bidders will be required to meet a minimum threshold of **70** points out of **100** points for the technical evaluation.

The criterion is outlined Annexure A: Technical Evaluation Criteria.

Bidders that achieve a minimum threshold of **70** points out of **100** points for the technical evaluation will proceed to Gate 3: Price and BEE evaluations.

**13.3. TECHNICAL EVALUATION CRITERIA FOR ALL CATEGORY**

No	Technical Measure	Weight	Rating Scale
		<b>100</b>	
<b>1</b>	<b>Company Profile &amp; Projects</b>	<b>20</b>	
<b>1.1</b>	Provide a detailed company profile demonstrating the Bidder's number of years of being in business.	5	The bidder has submitted a company profile demonstrating the number of years of being in Business (5) = 9 - 10 years' experience or more (4) = 6 – 8 years' experience (3) = 4 – 6 years' experience (2) = Less than 3 years' experience (0) = No information provided
<b>1.2</b>	Proof of the project Management experience of projects over R300 000 000 (Three Hundred Million Rands) Skill Development and training	15	Score the amount <b>not years</b> : (20) = R300m and above (15) = R200m – R299 (10) = R100m- R99m (5) = R50m – R99m (0) = Below R50m
<b>2</b>	<b>Bidders' Capability To Provide Resources</b>	<b>20</b>	
<b>2.1</b>	<p>The service provider must demonstrate their capability to provide MET with resources as per MET's resource output level requirements by providing a one page cv for each role.</p> <p>i.e. one (1) Senior Programme Manager, one (1) Project Manager and one (1) Junior Project Manager with the level of Seniority (Strategic, Tactical and Operational), Qualifications, Experience, Certification/Accreditation as per MET requirements.</p> <p>NB: The Bidder to attach the certified copies of qualifications.</p> <p>Details of the key contact person / key account manager including his/her role and responsibilities and a comprehensive Curriculum Vitae (CV), which must be signed by both the Bidder's authorised representative and the resource concerned, in order to confirm that it is accurate and complete.</p>	20	<p>The bidder have submitted</p> <p><b>5 = Proof of Senior Project/Programme Manager's recognised qualification at NQF Level 8 or equivalent qualification in the field of Project Management. (NB: Certified copies attached).</b></p> <p><b>10=Senior Project/ Programme Manager's years' of experience in the Project Management Field</b></p> <ul style="list-style-type: none"> <li>• 10 = Senior project/ Programme manager have 8-9 years of experience or more</li> <li>• 8 = Senior project / programme manager have 6-7 years of experience</li> <li>• 4 = Senior project/ programme manager have 4-5 years of experience</li> <li>• 2 = Senior project/ programme manager have 2-3 years of experience</li> <li>• 0 = Senior project/ programme manager have no experience in the project management field</li> </ul> <p><b>5 = Proof of the Senior Project/ Programme managers valid professional registration with (PMP) Project Management Professional (NB: Certified copies attached)</b></p> <p>The level of seniority (Output level)</p> <ul style="list-style-type: none"> <li>• 5 = Strategic Programme/Project Management Experience</li> <li>• 4 = Tactical Project Management Experience</li> <li>• 2 = Operational Project Management Experience</li> <li>• 0 = No information provided</li> </ul>

<b>3</b>	<b>Reference Letters from Clients (Testimonials)</b>	<b>10</b>	
<b>3.1</b>	<p>Bidders are required to provide the name(s) of at least two (2) clients to whom similar services as per the selected category has been rendered. These are to be clearly placed under the folder that the bidder is bidding for to prevent confusion during tender evaluation stage.</p> <p>Note:</p> <p>✓ Two (2) References are required.</p> <p>Bidders should include for each reference:</p> <ul style="list-style-type: none"> <li>- the name of the client, and contact person with Contact details (Contact number &amp;/or Email Address),</li> <li>- the duration of the Bidder's contract with the Client related to the relevant category,</li> <li>- a brief description of all services provided to such company related to the relevant category,</li> <li>- Level of performance related to the relevant category indicating: Excellent, Good or Poor.</li> </ul>	10	<p>Per reference letter submitted:</p> <p>(10) = For each applicable reference that indicated all criterions listed (2x3).</p> <p>(8) = Level of performance relevant to the category indicating Excellent, Good or Poor:</p> <p>(6) = For each reference that demonstrate excellent level of performance. (2x3)</p> <p>(4) = For each reference that demonstrate good level of performance. (1x3)</p> <p>(2) = For each reference that demonstrate poor level of performance. (0x3)</p>
<b>4</b>	<b>Skills and Knowledge Transfer</b>	<b>10</b>	
4.1	Bidders must demonstrate how transfer of relevant knowledge and skills will be implemented to SARS personnel on their bidding category/categories.	10	<p>The bidder has submitted:</p> <p>(3) = Knowledge and skills transfer plan.</p> <p>(3) = process for transferring knowledge relevant for the category they are bidding for .</p> <p>(3) = How they are going to prevent knowledge loss.</p> <p>(3) = Reports on the Knowledge and skills transfer</p> <p>(1) = Platform to facilitate the knowledge and skills transfer</p> <p>(0) = No information provided.</p>
<b>5</b>	<b>Work Experience</b>	<b>25</b>	
5.1	Accreditation on the difference programmes as shown in <b>9.4</b>	15	<p><b>Accreditation as per programmes in table 1:</b></p> <p>(15) = Accredited in all programmes</p> <p>(10) = Accredited in 50% of programmes</p> <p>(5) = Accredited in 25% of programmes</p> <p>(0) = Accredited below 25%</p>
5.2	Proof of number the learners trained over the period where the bidders provided Project Management Services or Training. Indicate on a Year-On-Year basis.	10	<p><b>Proof of Number of Learners Trained:</b></p> <p>(10)=Trained over 2000 Learners</p> <p>(5) =Trained 1000 plus learners</p> <p>(0) =Trained less than 1000</p>

6	Methodology and Approach	15	
6.1	Clear demonstration on how the Bidder's Project Management Programme can be customised and aligned to MET requirements as outlined in the RFP	10	(10) = Customised to fit 3 x Category (8) = Customised to fir 2 x Category (6) = Customised to fit 1 x Category (4) = Customised to but not fit any Category (2) = Not customised
6.2	Propose a high-level project plan with clearly defined deliverables and timelines for the customisation and implementation of the Project Plan The plan must make provision for quality management. Bidders must take into account all MET key requirements as outlined in the RFP.	5	(5) = Customised to fit 3 x Category (4) = Customised to fir 2 x Category (3) = Customised to fit 1 x Category (2) = Customised to but not fit any Category (1) = Not customised

**13.4. PRICE AND B-BBEE EVALUATION (GATE 2) (80 + 20) = 100 POINTS**

The bidders' information will be scored according to the following points system:

**13.4.1. STAGE 1 – PRICE EVALUATION (80 POINTS)**

Adjudication Criteria	Maximum Points
<b>Price Evaluation</b> $P_s = 80(1 - (P_t - P_{min}) / P_{min})$	<b>80</b>

Where

$P_s$  = Points scored for price of Bid under consideration

$P_t$  = Rand value of Bid under consideration

$P_{min}$  = Rand value of lowest acceptable Bid

**13.4.2. STAGE 2 – B-BBEE EVALUATION (20 POINTS)**

**a) B-BBEE Requirements**

In line with the requirements of the Preferential Procurement Regulations, 2017 (Government Gazette No. 40553) to the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) [the "PPPFA"] tenders that have achieved the minimum qualifying score for functionality will be evaluated further in terms of the prescribed preference point systems:

- i) Regulation 6 - 80/20: A maximum of 20 points may be allocated to a bidder; or
- ii) Regulation 7 - 90/10: A maximum of 10 points may be allocated to a bidder

The checklist below indicates the B-BBEE documents that must be submitted for this bid. Failure to submit the required documents will result in bidder(s) scoring zero (0) for B-BBEE.

**B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:**

Adjudication Criteria	Maximum Points
A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1), including paragraphs thereof relating to the subcontracting of the services, and a B-BBEE certificate	20

#### 14. FINANCIAL STATEMENTS

Bidders are required to submit complete sets of audited / reviewed annual financial statements for the three (3) most recent financial periods in the name of the bidding entity. The financial statement analysis will be conducted on the shortlisted bidders.

##### 14.1. The annual financial statements must contain:

- Statement of Profit and Loss and Other Comprehensive Income.
- Statement of Financial Position.
- Statement of Cash Flows.
- Statement of changes in equity / net assets and
- Accompanying Notes

##### 14.2. Entities which are trading for less than three (3) financial periods should provide:

- A letter detailing that fact, signed by a duly authorised representative of the entity and,
- The annual financial statements that it is able to provide, taking into account the period it has been trading and,
- Any other information or documentation which would provide more clarity on the financial history of the bidder

#### 15. AGREEMENTS

##### 15.1. General Conditions of Contract

Any award made to a Service Provider under this bid is conditional, amongst others, upon:

- 15.1.1. The Service Provider accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which MET is prepared to enter a contract with the successful bidder.



- 15.1.2. The Service Provider submitting the General Conditions of Contract to MET together with its bid, duly signed by an authorised representative of the Service Provider.

**15.2. Bidders are requested to:**

- 15.2.1. Comment on the terms and conditions set out in the GCC and where necessary, make proposals to the terms and conditions.
- 15.2.2. Each comment and/or amendment must be explained; and
- 15.2.3. MAGWA TEA reserves the right to accept or reject any or all amendments or additions proposed by the successful bidder if such amendments or additions are unacceptable to MAGWA TEA or pose a risk to the organisation.

**16. SPECIAL CONDITIONS OF THIS BID**

**16.1. Magwa reserves the right:**

- 16.1.1. Not to award or cancel this bid at any time and shall not be bound to accept the lowest or any bid.
- 16.1.2. To negotiate with one or more preferred Service Provider(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Service Provider(s) who has not been awarded the status of the preferred Service Provider(s).
- 16.1.3. To accept part of a bid rather than the whole bid.
- 16.1.4. To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after Bids have been evaluated and/or after the preferred Service Provider(s) have been notified of their status as such.
- 16.1.5. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the Service Provider(s), whether before or after adjudication of the bid.
- 16.1.6. To correct any errors at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.

- 16.1.7. To disqualify a bidder whose bid contains a misrepresentation which is materially incorrect or misleading

## **16.2. Preparation and Pricing costs**

### **16.2.1. Preparation cost**

The bidder will bear all its costs in preparing, submitting and presenting any response or tender to this bid and all other costs incurred by the bidder throughout the bid process. Furthermore, no statement in this bid will be construed as placing MAGWA ENTERPRISE TEA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Service Providers in the preparation of their response to this bid

### **16.2.2. Pricing**

The bidder will bear and include all its costs of implementation for the tender to this bid and all other costs incurred by the bidder throughout the implementation process. Bidder will cover all the costs towards the project funding application. Furthermore, Project management and implementation cost should be covered on the funding application. No statement in this bid will be construed as placing MAGWA ENTERPRISE TEA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Service Providers in the implementation of this bid

### **16.2.3. Limitation of Liability**

A Service Provider participates in this bid process entirely at its own risk and cost. MAGWA TEA shall not be liable to compensate a Service Provider on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Service Provider's participation in this bid process

## **16.3. Conflict of Interest, Corruption and Fraud**

MET reserves a right to disqualify any bidder who either through itself or any of its members:

- a) engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b) seeks any assistance, other than assistance from mandated officials provided by MET from any employee, advisor or other representative of MET in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to MET;
- c) makes or offers any gift, gratuity, anything of any value or other inducement, to any MET's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to MET;

- d) pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to MET;
- e) has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

**16.4. Tax Compliance**

No tender shall be awarded to a Service Provider who is not tax compliant. MET reserves the right to withdraw an award made, or cancel a contract concluded with a successful Service Provider in the event that it is established that such Service Provider was in fact not tax compliant at the time of the award. MET further reserves the right to cancel a contract with a successful Service Provider in the event that such Service Provider does not remain tax compliant for the full term of the contract.

**16.5. National Treasury**

No tender shall be awarded to a Service Provider whose name (or any of its members, directors, partners or trustees) appears on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. MET reserves the right to withdraw an award, or cancel a contract concluded with a Service Provider should it be established, at any time, that a Service Provider has been blacklisted with National Treasury by another government institution.

**17. ANNEXURE B – PRICING SCHEDULE**