




It would be greatly appreciated if you could please submit a quote/bid as per the attached/below mentioned specification.

**1. SPECIFICATION**

**RFQ:Ref NO2022/11/189**

The Mandla Makupula Education Learning Institute PTDI invites suitably qualified Teacher Training Providers to conduct trainings for 100 teachers in each of the following subjects.

Band / Phase	Subject	Focus	Target	Venue
ECD	Language	Emergent Literacy	ECD Practitioners	BCM & AE
GET-FP	Indigenous Languages	Teaching Reading in Afrikaans Languages	Grade 1-3 Teachers	BCM & AE
GET-IP	IsiXhosa HL	Teaching reading comprehension	Grade4-6 Teachers	BCM & AE
FET	Mathematics	Functions and Graphs (including Trig graphs and cubic functions)	Grade 10-12 Teachers	BCM & AE
FET	English HL & FAL	Literature Studies	Grade10-12 Teachers	BCM & AE
FET	Afrikaans HL & FAL	Literature Studies	Grade10-12 Teachers	BCM & AE
FET	IsiXhosa HL & FAL	Literature Studies	Grade10-12 Teachers	BCM & AE
FET	Afrikaans HL	Literature Studies- Visual Literacy and Assessment	Grade10-12 Teachers	BCM & AE
GET/FP	Languages	Jolly Phonics refresher training	Grade 1 Teachers	BCM & AE
All Phases	Bi/Multilingual Pedagogy	History, Language policy, myths and misconceptions and second language learning, Bi/Multilingual Pedagogy	Subject Advisors and Teachers	BCM & AE
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1. Duration	2 weekdays
2. Facilitators	1 facilitator to 25 participants (1:25)
3. Materials/ manuals to be used	SACE endorsement & number of CPTD points must be specified
4. Compliance with all departmental procurement regulations	CSD registration Valid tax clearance certificate etc.

## 2. REQUIREMENTS / CONDITIONS

**PLEASE NOTE NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER;**

Directorate	Name & Extension	End User/ Functionary	Signature	Date
TEACHER DEVELOPMENT & LEARNING INSTITUTES	O. KLAWUSHE  043 702 7408  Olga.klawushe@ecdoe.gov.za	Approved /Not Approved		

- 2.1. Quotations must reflect your LOGIS and CSD Supplier Number;
- 2.2. Catering quantities to be verified the first day and adjusted by the end user accordingly for the duration of the event to prevent fruitless and wasteful and expenditure;
- 2.3. Accommodation must be for 3-star grading or a higher grading;
- 2.4. Quotations are to be valid for 30 days;
- 2.5. Quotation is only valid when signed/stamped by the service provider;
- 2.6. Please also sign and submit the attached declaration of interest form SBD 4,8 & 9;
- 2.7. Return date of the quotations should be within 48 hours of receipt (2 working days);
- 2.8. Please indicate percentage discount (if any) if invoices are settled within 14 or 30 days etc;
- 2.9. All invoices issued must reflect unique invoice number and order number;
- 2.10. Please indicate in writing/ e-mail if you are unable to provide service (1 working day);
- 2.11. All goods/services excluding terms contract requested must be delivered within 30 days on receipt of an official order to prevent automatic cancellation of the order;
- 2.12. In the case of designated sector only locally produces goods or locally manufactured goods, meeting the stipulated minimum threshold for local production and content , will be considered. (Refer to paragraph 4 of this document)
- 2.13. Payment will only be effected on banking details reflected on the Centralised Supplier Database hosted by National Treasury;
- 2.14. For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
- 2.15. Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor.



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### 3. SUBMISSION OF QUOTATIONS

**3.1 Quotations are to be deposited (hand delivered) to a Silver Grey Tender Box, in the main building next to the security guards (main entrance) by the reception at Steve Vukile Tshwete Complex Zone 6. Zwelitsha.**

**3.2 No faxed or emailed documents will be accepted.**

### 4. DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (THIS PARAGRAPH IS APPLICABLE ONLY TO DESIGNATED SECTORS i.e FURNITURE PRODUCTS, STEEL, PLASTIC PIPES ETC

4.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.

4.2. Only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered,

4.3. Where necessary, two stage process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.,

4.4. A person awarded in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold,

4.5. The local content (LC) expressed as a percentage of the price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the price in Rand excluding value added tax (VAT)

4.6. Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement or of the as indicated in paragraph 4.1 below.

#### 4.7. **A quotation shall be disqualified if –**

(a) The Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the quotation documentation; and

(b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

**Bidders are required to achieve a stipulated minimum threshold for Local Production and Content as per DTI designated sector as per section 9 of the PPPFA Regulations of 2011. Industry Sub-Sector:**

**School Furniture – 100%**

**Office Furniture - 85%**

### 5. ELIMINATION CRITERIA STAGE 1

The purpose of this section is to determine which responses are compliant with the requirements issued here.  
building bids only.



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- 5.1. The SBD 4,8 and 9 forms are not completed comprehensively, correctly and signed.
- 5.2. The Declaration Certificate for Local Production and Content (SBD 6.2) together with the Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted together with the bid documents. The manufacturer must indicate who his/ her Suppliers of materials will be for the duration of the contract and provide proof thereof. In this instance, the certificate of local content relating to the materials supplied must be completed by the relevant supplier and included together with the bidding documents.

**6. STAGE 2 ELIMINATION IN TERMS OF STIPULATED MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT FOR SCHOOL FURNITURE AND OFFICE FURNITURE**

**Bid will be eliminated for non-completion and non -submission of the following:**

- 6.1. Non-completion of SBD 6.2.
- 6.2. Non-completion and submission of annexure C (local content).
- 6.3. Non-submission of the DTI exemption letter where applicable.

**7. QUOTATIONS EVALUATION CRITERIA**

- The **80:20 Preference Point System** in terms of the Revised Preferential Procurement Policy Framework Act (PPPFA) and Regulations will be judiciously applied;
- Adequate **experience**, an impeccable **track record** and **proven success** in similar activities will be major considerations
- Preference will be given to those Service Providers that rate highly in terms of **HDI Equity Ownership and Control** and those with **established businesses located in the Eastern Cape Province**.

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

**NB\* SERVICE PROVIDERS, TRUST, CONSORTIUM OR JOINT VENTURE MUST OBTAIN AND SUBMIT CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE BID \ QUOTATION. PUBLIC ENTITIES AND TERTIARY INSTITUTIONS MUST ALSO SUBMIT B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE TOGETHER WITH THEIR BID \ QUOTATION.**



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