ANNEXURE B

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION (OVER R30 000 to R1 000 000)

Limpopo Provincial Government Institution of Treasury

Dear Sir / Madam

REQUEST FOR QUOTATIONS

Kindly furnish LPT with a written quotation for the supply of goods/services as detailed in the enclosed schedule.

The quotation must be submitted **on a letterhead** of your business and must be submitted to Limpopo Provincial Treasury Tender Box at **46 Hans Van Rensburg Street, Polokwane** by **09 December 2026 @ 11h00am.**

The following conditions will apply:

1) Price(s) quoted must be valid for hundred and twenty **(90)** days from date of your offer.
2) Price(s) quoted must be firm and must be inclusive of VAT.
3) A firm delivery period must be indicated.
4) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy, 2022 and for this purpose the enclosed SBD forms must be scrutinized, completed, and submitted together with your quotation.
5) The successful provider will be the one scoring the highest points.
6) Acceptance of the General Conditions of Contract can be found on the Provincial/National Treasury Website.
7) **The appointed Service Provider will be expected to deliver the goods within 30 days of receipt of a purchase order; failure to deliver will result in the purchase order being cancelled.**
8) **Bidders may attach the copy of CIPC registration report for verification of Directors/member information.**

NB: Failure to comply with the following conditions will invalidate your offer.

- ✓ **No quotations will be considered from persons in the service of the state.**
- ✓ **No quotations will be considered if not on a company letterhead.**
- ✓ **Bidders are urged to read and understand the contents of SBD 4 form and give special attention on 2.3, failure to disclose ALL the companies under the directors on CSD will lead to disqualification.**

ANNEXURE B

NB: Points for specific goals should be claimed on SBD 6.1 and will be allocated according to the following means of verification, failure to claim will result in non-allocation of the points.

PREFERENCE GOALS	MEANS OF VERIFICATION
Black people ownership ≥ 51% ownership	CSD and/or copy of company registration document
Woman ownership ≥ 51 % ownership	CSD report
Persons with disabilities ownership ≥ 51% ownership	CSD and Compulsory Medical certificate from a recognized medical Practitioner
Youth ownership ≥ 51% ownership	CSD Report
Region – business/company based within a specific region in Limpopo	Proof of Local Addresses e.g. (Municipal Account/ address confirmation from local authority/ lease agreement)

NB: Preference points should be completed and claim as prepopulated on the SBD 6.1, (not %, ✓ or x, it will result in non-allocation of points).

19/11/2024

Yours faithfully

SIGNATURE: MAPHANGA T.H

ANNEXURE B

SCHEDULE

ITEM NUMBER	QUANTITY	DESCRIPTION	UNIT PRICE INCL VAT	TOTAL PRICE INCL VAT

DELIVERY ADDRESS:

LIMPOPO PROVINCIAL TREASURY
46 HANS VAN RENSBURG STREET
POLOKWANE, 0700

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	LPT/QUT053/2026	CLOSING DATE:	09 DECEMBER 2026	CLOSING TIME:	11H00
DESCRIPTION	IN-HOUSE TRAINING ON ACQUISITION MANAGEMENT				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

LIMPOPO PROVINCIAL TREASURY

46 HANS VAN RENSBURG

POLOKWANE

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	NGOASHENG N.A	CONTACT PERSON	SHAKU M
TELEPHONE NUMBER	015 298 7056	TELEPHONE NUMBER	015 291 8413
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	NgoashengNA@treasury.limpopo.gov.za	E-MAIL ADDRESS	ShakuME@treasury.limpopo.gov.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: LPT/QUT053/2026

Closing Time **11:00** Closing date: 09/12/2026

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

- Required by: .....
- At: .....
  .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
  *Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

2.2 Do you, or any person connected with the bidder, have a relationship

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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 consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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2 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black people ownership ≥51%	N/A	**7**	N/A	
Woman ownership ≥ 51%	N/A	**6**	N/A	
Persons with disabilities ownership ≥ 51%	N/A	**2**	N/A	
Youth ownership ≥ 51%	N/A	**3**	N/A	
Locality – business / company based within a specific region (Limpopo) i.e. Municipal account/ address confirmation from Local Authority/ Lease agreement)	N/A	**2**	N/A	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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]

4.6. 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: .....

.....

.....

.....

PROVINCIAL TREASURY

SPECIFICATION

PROCUREMENT OF AN ACCREDITED AND REGISTERED SERVICE PROVIDER TO CONDUCT IN-HOUSE ACQUISITION MANAGEMENT TRAINING FOR TWENTY-FIVE (25) OFFICIALS

1. APPOINTMENT OF SERVICE PROVIDER

The appointed accredited service provider must satisfy the following requirements.

1.1 Functionality

The successful service provider must ensure that participants are able to:

- Explain the principles and framework of acquisition management in the public sector.
- Apply relevant legislation, regulations, Treasury prescripts and Supply Chain Management (SCM) policies to acquisition-management processes.
- Develop and implement effective acquisition plans aligned with departmental/public-entity needs and available budgets.
- Apply appropriate acquisition methods and processes for bids, quotations and other procurement requirements.
- Develop and evaluate specifications and terms of reference in a manner that promotes fairness, competition, value for money and transparency.
- Participate effectively in bid evaluation and adjudication processes, applying approved criteria consistently and objectively.
- Identify and manage risks associated with acquisition management, including conflicts of interest, fraud, corruption and potential irregular expenditure.
- Maintain appropriate documentation and audit trails throughout the acquisition process.
- Identify non-compliance and control weaknesses within acquisition processes and recommend corrective measures.

Ismini Towers,46 Hans Van Rensburg Street,Polokwane 0700 Private Bag X9486,Polokwane 0700
Tel: 015 298 7000 Website :http//www.limtreasury.gov.za

- Apply acquisition-management principles to practical workplace scenarios and audit findings.

1.2 Mandatory Requirements

✓ The modules/units' standards must be aligned to the National Qualification Framework (NQF) level 5.

1.3 Duration of the Training

✓ 5 days (Attach course outline)

2. EVALUATION PROCESS AND CRITERIA

2.1 Quality Evaluation

The evaluation criteria to be utilised will be based on the following:

2.1.1 Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Regulations of 2022 and Provincial Treasury Supply Chain Management policies.
2.1.2 Responsive bids will be evaluated on the 80/20 principle.
2.1.3 Evaluation of bids will be conducted in **three (3) phases** as follows:

a) Phase 1 – Administrative Requirements

Bidders will be evaluated according to administrative requirements which include the submission of mandatory information or documentation. Bidders that fail to meet the administrative requirements of the bid will not be considered further for evaluation on functionality requirements i.e. Phase 2.

The following are minimum requirements for completion of the bid document:

- Price(s) quoted must be valid for at least **ninety (90)** days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.

- Enclosed Standard Bidding Documents (SBD) forms must be scrutinized, completed, and submitted together with your quotation.

Failure to comply with the following conditions may invalidate your offer.

- Bidder(s) are urged to read and understand the contents of SBD 4 form. Bidder(s) must ensure the full completion and signing of SBD 4 and give special attention to section 2.3, failure to disclose ALL the companies under the directors on Central Supplier Database (CSD) will lead to disqualification.
- Only bid documents issued by Limpopo Provincial Treasury (LPT) for this bid will be accepted.
- Any bidder(s) representative (Director/Shareholder/Proposed Resource) who is employed by the state will not be considered and will lead to disqualification.

b) Phase 2: Functionality Requirements

The minimum qualifying score for functionality is 65 points out of 100. All bidder who fails to achieve the minimum qualifying score on functionality (quality evaluation) shall not be evaluated further, i.e. Phase 3.

2.2 Evaluation Criteria

DESCRIPTION	SCORING
a) Portfolio of Evidence (PoE), and Certificate of Competence	30
b) Service Provider`s relevant experience	25
c) Facilitator`s Relevant qualifications	20
d) Facilitator's relevant years of experience as a trainer	25
Total Score	**100**
Total Technical Thresh hold	**65**

2.2.1 The below matrix will be used in scoring the proposals:

Evaluation Criteria	Scoring Criteria	Weight
A) Accreditation of the Service Provider:		
1) Portfolio of Evidence (PoE), and Certificate of Competence in Acquisition Management **Means of Verification (MoV): Attach proof of Sector Education and Training Authorities in South Africa (SETA) Accreditation with the valid allocated credits.**	PoE Assessment and Certificate of Competence with a minimum number of credits towards an NQF level 5. • POE with 5 credits = 30 • POE with 4 credits = 20 • POE with 3 credits =15 • POE with 2 credits =10 • POE with 1 credit = 5	30
2) Service Provider`s Relevant experience in the following areas is critical: ✓ Public-sector Advanced Acquisition Management/SCM training. ✓ Acquisition planning in accordance with demand management. ✓ Bid and quotation, evaluation and adjudication processes. ✓ Contract and supplier management. ✓ Public Finance Management Act (PFMA), Treasury Regulations and SCM prescripts.	• Excellent = 25 (demonstrated expertise in **all six** components) • Very Good = 20 (demonstrated expertise in **at least five** components • Good = 15 (demonstrated expertise in **at least four** components) • Average = 10 (demonstrated expertise in **at least three** components) • Below Average = 5 (demonstrated expertise in **two or less** components)	25

✓ Preferential Procurement Policy Framework Act (PPPFA). **MoV: Attach at least three (03) contactable reference letter/s from previous training/s.**		
B) Facilitators' Qualifications and experience:		
1) Facilitator`s Relevant qualifications in either of the following: • Supply Chain Management / Procurement Management. • Public Finance Management **MoV: Attach certified copies of Certificates.**	• Master's Degree (NQF9) = 20 • Honours Degree (NQF8) = 16 • Degree (NQF7) = 12 • National Diploma (NQF6) = 8 • National Higher Certificate (NQF5) = 4	20
2) Facilitator's relevant years of experience as a trainer in: ✓ Public-sector Advanced Acquisition Management/SCM training. ✓ Acquisition planning and in accordance with demand management. ✓ Bid and quotation, evaluation and adjudication processes. ✓ Contract and supplier management.	• 15 years or more = 25 • 10-14 years = 20 • 6-9 years = 15 • 4-5 years = 10 • 0-3 years = 5 ✓ **Years of experience will be cumulative in years and months.**	25

✓ PFMA, Treasury Regulations and SCM prescripts. ✓ PPPFA **MoV: Attach Curriculum Vitae (CV).**		
TOTAL		**100**

✓ Bidders who fail to obtain the minimum of 65 points out of 100 points on the functionality (quality evaluation) will not qualify for price and specific goals evaluation.

c) Phase 3: Preference Points (Specific Goals) and Price

The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable in terms of the Preferential Procurement Framework Act, 2005 (Act No.5 of 2000) and its regulations. 8.1 Preference points shall be allocated as follows: -

Folio No.	Criteria	Points
1.1	Price	80
1.2.	Specific Goals (as per table below)	20
TOTAL		**100**

(a) The 80/20 Preference point system.

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

(b) Points awarded for specific goals.

Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such).
Note to tenderers: The tenderer must indicate how they claim points for each preference point system).

Preference points to be allocated as follows:	**Points allocation**	**Means of Verification**
Black people ownership ≥ 51 %	**7**	CSD and/or **copy of company registration** document
Women ownership ≥ 51 %	**6**	CSD report
Persons with disabilities ownership ≥ 51%	**2**	CSD and **Medical certificate** from a recognized Medical Practitioner
Youth ownership ≥ 51 %	**3**	CSD Report
Locality – business/company based within a specific region **(Limpopo)**	**2**	Proof of Local Address **(i.e. Municipal account/ address confirmation from Local Authority/ Lease agreement)**

- ✓ Allocation of preference points for black people ownership ≥51%, woman ownership ≥51% and Youth ownership ≥51% will be considered as per latest CSD report and/or the Company registration document (CIPC).
- ✓ Bidders are required to duly complete SBD 6.1 and attach proof/means of verification as required (Proof of Local Address/ Proof of Municipal Rates and Taxes/ Valid Lease Agreement or Letter of Tribal Authority not older than three (3) months), failure to complete and submit documentation will lead to non-allocation of preference points.
- ✓ Persons with disabilities ownership ≥ 51%, are required (compulsory) to submit a medical certificate from a recognized Medical Practitioner, failure to submit the means of verification will lead to non-allocation of preference points.
- ✓ Bidders are urged to read and understand the contents of SBD 4 form. Bidders

must ensure the full completion of the document and give special attention on 2.3, failure to disclose ALL the companies under the directors on CSD will lead to **disqualification.**

3. SPECIAL CONDITIONS OF CONTRACT

3.1 Bidder's own terms and conditions or qualifications of bid

This document contains the terms and conditions of this bid, and bidders must not change/amend the specification or come up with their own specifications.

3.2 Reservation of Rights

3.2.1 LPT reserves the right to –

(a) request further information or document (s) from any bidder after closing date;
(b) Communicate only with the shortlisted bidders as and when necessary;
(c) Verify information and documentation of respective bidder from the National Treasury's (NT) CSD system, South African Revenue Services (SARS), Companies & Intellectual Property Commission (CIPC), NT or any other relevant entity or visit the premises of the bidder at any time without notice. Any information received which does not correspond with the one provided in the bid document will render the bid null and void;
(d) negotiate the final price; and
(e) LPT reserves the right to withdraw the contract before appointment.

3.3 Termination of Contract

3.3.1 LPT reserves the right to disregard a bid or cancel the contract with the winning bidder if the bidder, –

a) has failed to comply with any legal or policy requirement that the bidder must comply with in order to enter into a valid contract with LPT, including but not limited to any public servant constituting or in the employ of the winning bidder not having the necessary permissions or authorization in terms of the Public Service Act, or not having made the necessary financial disclosures to the employer or not having declared any or all interests in the bid documents;

b) has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining any other contract with any other state institution, government department, provincial administration or public entity;

c) after notification that the bid has been conditionally accepted, either fails, refuses or neglects or causes undue delays in the signing of the contract and service level agreement; or

3.3.2 LPT may immediately terminate the contract without any notice if any of the following circumstances occur or exist: If the bidder –

a) commits an act of misconduct or technical incompetence;

b) commits or participates in any unlawful, dishonest, or unethical act in the performance of its obligations under this contract; or

c) breaches this contract.

d) Fail to deliver the project within the stipulated time frames.

3.3.3 LPT may cancel the contract, if it is satisfied that any person (being an employee, partner, director or shareholder of the bidder or a person acting on behalf of the bidder), firm or company (The expression "person, firm or company" shall include an authorized employee or agent of such a person, firm, or company):

a) is executing a contract with government unsatisfactorily.

b) has offered, promised or given a bribe or other gift or remuneration to any officer or employee in the Public Service in connection with obtaining or executing a contract;

c) has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining a contract with any government department, provincial administration, public body, company or person, or that he/she has managed his/her affairs in such a way that he/she has in consequence there-of been found guilty of a criminal offence;

d) has approached an officer or employee in the Public Service before or after bids have been called for, to influence the award of the contract in his/her favour.

e) has withdrawn or amended his/her bid after the time set for the receipt and opening of bids;

f) when advised that his/her bid has been conditionally accepted, has given notice of his/her inability to execute or sign the contract or to furnish any security required;

g) has disclosed to any other person, firm or company the exact or approximate amount of his/her proposed bid except where disclosure, in confidence, was necessary to obtain insurance premium quotations for the preparation of the bid;
h) LPT may, in addition to any other legal recourse which it may have, cancel the contract between LPT and such person, firm or company and /or resolve that no bid from such a person, firm or company will be favourably considered for a specific period.

3.4 Conflict of Interests

Bidders must not have or undertake duties or interests that create or might reasonably be anticipated to create an actual or perceived conflict with its duties and interests in executing the contract. Bidders must have internal control measures in place to identify potential conflicts and to bring them to the attention of LPT.

3.5 Costs incurred by bidder

LPT will not be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and submission of this bid.

3.6 Bid binding

All written information, warranties and representations made by or on behalf of the bidder before conclusion of the contract are binding upon the bidder and are deemed to have induced LPT to enter into this contract.

3.7 Liability

The bidder is responsible and liable for-

(a) the conduct, acts, and omissions of the bidder and/or agents or representatives.
(b) injury to any person, theft, loss, or damage suffered by LPT, which is occasioned by any unauthorized act, omission, negligence, breach of this contract or breach of any statutory duty by the bidder or its employees, agents, or representatives of the bidder. Under such circumstances, the bidder must, at its own expense, make good the loss or damage on demand and on the terms of LPT.

3.8 Intellectual Property Rights

(a) Copyright to all inventions and innovations developed using the products and methodologies offered by the bidder shall be vested in the Limpopo Provincial Administration and in the State in general. Copyright, patent rights and all similar rights in any works or products created as a result of the execution of this bid and its assignments shall vest in and are hereby transferred to the LPT, unless the contrary is agreed to in the form of individual written agreements signed by the bidder and the Accounting Officer of LPT or his/her delegate. For this purpose, all works created in terms of this bid and its assignments shall be deemed to have been created under the direction and control of LPT.

(b) All data, data structures, forms and report formats designed or generated in the provision of training shall become the sole and exclusive property of LPT immediately upon acceptance of the service or service component. It is the responsibility of the service provider to hand back all data, data structures, forms, and report formats to LPT at the end of the contract.

3.9 Bidder conduct

Bidders must –

a) use and adopt reasonable professional techniques and standards in providing the service;
b) monitor project implementation against set targets, costs and timeframes.
c) provide services with all due care, skill and diligence.
d) ensure continuity of services to LPT.
e) be able to execute the contract under the supervision of Financial Management Capacity Building (FMCB) personnel.
f) comply with all industry best practices and standards issued or published by any provincial or national governing body, council or organization;
g) all reports issued by the service provider must be endorsed by the LPT, FMCB personnel;
h) ensure that senior personnel, its employees or engagement partners observe confidentiality and do not use any information obtained pursuant to this contract for any reason other than for the proper discharge of the bidder`s obligations under this contract. The bidder must have systems in place to monitor compliance in this

regard;

i) not in the process of fulfilling its obligations in terms of this contract, use any labour or intellectual capacity of any employee of the state, including employees of the LPT, for remunerative purposes, unless such employee has the necessary written authorization;

j) upon notice by LPT, revise or amend any report that the LPT is not satisfied with, within a time period specified by the LPT in that notice; and

k) immediately upon receipt of a notice from LPT, promptly replace or re-execute, at the LPT`s option, any portion of the services which within a period as determined by the LPT, from the date upon which they are delivered to the LPT are found to be defective in design or suffer from any non-conformity with this agreement;

l) The bidder must further, at its expense ensure that every person involved in the execution of this contract and engagement partners are-

m) Suitably qualified, properly skilled, experienced, trained and competent to render the Services. LPT may interview any person appointed by the Service Provider to execute this contract to test their understanding of the key deliverables in terms of this contract; and

n) Where applicable, registered with relevant professional bodies.

o) record their qualifications and professional experience in order for LPT to determine the suitability, qualifications and experience of the bidders to execute the key deliverables in terms of this bid. The training institution must be in charge of fieldwork throughout the duration of the contract. Any changes to the appointed facilitator must be done through written approval of the LPT;

p) LPT reserves the right to reject the proposed replacement. These changes to the project team should not have a negative impact on the project deliverables.

q) By bidding, the Service Provider is deemed to have satisfied itself regarding all conditions affecting this contract and must at all times comply with the manifest intent and obligations of this contract.

r) bidder must further, at its expense ensure that every person involved in the execution of this contract and engagement partners are-

    i. Suitably qualified, properly skilled, experienced, trained, and competent to render the Services. LPT may interview any person appointed by the Service Provider to execute this contract to test their understanding of

the key deliverables in terms of this contract; and

ii. Where applicable, registered with relevant professional bodies.

s) By bidding, the Service Provider is deemed to have satisfied itself regarding all conditions affecting this contract and must always comply with the manifest intent and obligations of this contract.

4. BID PRICE

4.1 Bid price must be in South African Rand including VAT, and any other additional cost.

4.2 Bidders must prepare a pricing schedule signed by the authorized signatory, indicating costs per activity (phase) and costs for the duration of the contract.

4.3 Should there be a discrepancy between the prices in the schedule and the total price indicated on the bid form (SBD 3.1), LPT will consider the total price on the pricing quotation.

4.4 Prices will remain firm for the duration of the contract, and it is the responsibility of the bidder to consider all costs and all possible escalations when compiling bid prices except where additional travel may be required to engage other benchmark entities, these will be at the request and approval of LPT.

4.5 Once the bid is awarded, no request for price escalation will be entertained, regardless of the reasons for such request.

5. ACCEPTANCE OF BID

5.1 Methodology

Clear deliverables agreed with LPT in line with the scope of work.

5.2 Professional Registration

Proof of professional registration of the entity and affiliation for team members must be submitted in the form of certified copies of the relevant registration documents.

5.3 Central Supplier Database registration

The bidder should be registered on the NT CSD. It remains the responsibility of the bidder to remain Tax compliant for the duration of the contract.

5.4 Appointment

Should the bid be accepted, LPT will issue a written letter of acceptance and in addition, a formal agreement will be entered between LPT and the appointed entity.

6. PAYMENT CONDITIONS

6.1 Invoices and payments

6.1.1 The Limpopo Provincial Treasury shall be responsible for effecting payments within thirty (30) days upon submission of invoice by the service provider and only after confirmation of the services rendered by the relevant Directorate.

6.1.2 LPT will not make payment to the Service Provider in the event the Service Provider fails to satisfactorily perform any of its obligations in terms of this contract;

6.1.3 No interest shall be payable in the event of a dispute nor accrue on any payments due during a period of dispute.

6.1.4 Payment is subject to the service provider meeting the deliverables as per the agreement.

6.1.5 No advance payments will be made for the execution of this project.

6.1.6 Payments will be made by an electronic transfer, into the service provider's bank account as appeared on the verified CSD report of that service provider and invoice.

NB: The department reserves the right to negotiate the final price.

7. SUBMISSION OF DOCUMENTS AND CLOSING DATE

7.1 Please note, it is mandatory that bid documents must be submitted, completed, and signed.

7.2 Only bid document which are received in the Departments Tender Box (46 Hans van Rensburg Street, Polokwane) upon closing date and time will be considered.

7.3 Closing date of the bid is on the **09 December** 2026 at 11h00.