the dtic
Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

the dtic, 77 Meintjies Street, Sunnyside, Pretoria
Tel (012) 394 5000

The Manager

…….

…….

…….

…….

Sir/Madam

SERVICE: BID dtic 07/26-27: TO INVITE PROPOSALS TO APPOINT "SOUTH AFRICAN UNIVERSITIES OR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES" TO DELIVER DIGITAL LITERACY AND SPECIALISED DIGITAL TRAINING TO UNEMPLOYED SOUTH AFRICANS ACROSS NINE (9) PROVINCES FOR A PERIOD OF FOUR (4) YEARS (2026/2027 TO 2029/2030)

the dtic requires services as described by the attached bid invitation, and you are requested to complete the bidding documents and to submit it in accordance with the under-mentioned stipulations:

- The conditions contained in the attached documents apply.
- The tender must be submitted in a sealed envelope with the **name and address of the tenderer with contact details, the tender number and closing date indicated on the envelope**. If the two-envelope system is required in the Terms of Reference/Specification, the same action must be followed on both envelopes. The cover or envelope must not contain documents relating to any tender other than that shown on the cover or envelope.
- ***Tenders submitted by mail must be sent via registered mail. The tender must still reach this office before closing date and time. Failure to do so will invalidate the bid.***
- The closing date of the tender will be **11h00 on 27 November 2026** and will be valid for a period of **120 days** after closing date (up to and including 27 March 2027).
- **All communication regarding this tender must be done in writing**.

You are advised to acquaint yourself with the contents of the attached General Conditions of Contract as well as terms of reference/specification.

It will be expected of the successful bidder to sign a Service Level Agreement at this office as soon as possible, after being notified of the acceptance of his/her tender.

- **It is mandatory for the bidder to indicate the province for which the proposal is submitted for. A separate proposal/s must be submitted if a bidder intends to bid for more than one (1) province.**

NB: BIDS NOT SUBMITTED ON THE DUE DATE AND TIME IN THE BID BOX OF the dtic AND BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION

BID OFFICE: **the dtic**

the dtic
Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

POPIA CONSENT FORM

The Bidder and the proposed team/ individuals proposed by the Bidding entity to perform work in line with the requirements stipulated in this tender document, hereby give their consent to **the dtic** and its Officials involved in the evaluation / recommendation / award / drafting of SLA / verification of submissions and advertising of results of bid in line with National Treasury Instructions, to process our personal information for all purposes related to this tender process and possible subsequent contract, in accordance with the provisions of the Protection of Personal Information Act.

……	……
Signature	Date
……	……
Position	Name of bidder

the dtic
Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

PLEASE TAKE NOTE: **TENDER NO: dtic 07/26-27**

CLOSING TIME: 11:00 **CLOSING DATE: 27 NOVEMBER 2026**

TO INVITE PROPOSALS TO APPOINT "SOUTH AFRICAN UNIVERSITIES OR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES" TO DELIVER DIGITAL LITERACY AND SPECIALISED DIGITAL TRAINING TO UNEMPLOYED SOUTH AFRICANS ACROSS NINE (9) PROVINCES FOR A PERIOD OF FOUR (4) YEARS (2026/2027 TO 2029/2030)

The SBD 1, SBD 3.3, SBD 4, and SBD 6.1 FORMS MUST BE COMPLETED AND SIGNED IN THE ORIGINAL THAT IS IN INK – PHOTOCOPIED SIGNATURES OR OTHER SUCH REPRODUCTION OF SIGNATURES MAY INVALIDATE YOUR BID.

BID DOCUMENTS MUST BE POSTED TO:

The Department of Trade, Industry and Competition

Private Bag x 84

PRETORIA

0001

FOR ATTENTION: MAHLATSE MADIBA

OR

HAND DELIVERED BIDS / BIDS SENT BY COURIER:
THE BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX IDENTIFIED AS "the dtic BID BOX" (PLEASE SEE BELOW PICTURE)
OF THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION.
@ 77 MEINTJIES STREET (CORNER OF MEINTJIES AND ROBERT SOBUKWE STREETS) SUNNYSIDE, PRETORIA

PLEASE SEE PICTURE OF ENTRANCE >



PLEASE SEE PICTURE OF BID BOX AND ENSURE SUBMISSION TO THE CORRECT BOX



SUBMIT ALL BIDS ON THE ORIGINAL FORMS - DO NOT RETYPE.

BIDS SUBMITTED ELECTRONICALLY VIA EMAIL OR ANY OTHER SIMILAR APPARATUS WILL NOT BE ACCEPTED FOR CONSIDERATION.

BIDDERS MUST ENSURE THAT BIDS ARE DELIVERED TO THE CORRECT ADDRESS AND PLACED IN THE BID BOX OF the dtic. IF THE BID IS LATE / NOT PLACED IN THE BID BOX OF the dtic ON CLOSING DATE AND TIME IT WILL NOT BE ACCEPTED FOR CONSIDERATION.

CHECKLIST FOR BIDDERS

Please indicate "**Yes" / "No**" adjacent to each column. This is to ensure that bidders complete, sign and submit all the required documentation.

BID REQUIREMENT	YES / NO
Are you registered on the Central Supplier Database of National Treasury? **Non-compliance will lead to automatic disqualification.**	
Bidders must ensure that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on the CSD. **Bidder's whose tax matters are not declared to be in order will be disqualified**. **Are your tax matters in order?**	
Did you complete and sign the **POPIA** Consent form?	
Did you complete and sign the **SBD 1** form?	
Did you complete the **SBD 3.3** pricing schedule in full? Did you indicate which province you are quoting for? **Failure to complete this document in full, and as per the stipulated requirements, may lead to the disqualification of a proposal due to the necessity of having comparative prices**.	
Two-envelope / file format will apply. Did you submit your financial proposal (**SBD3.3**) in a separate file, and did you ensure that there is NO financial information in your functional proposal? **Non-compliance will lead to automatic disqualification**	
Did you complete and sign the **SBD 4** form?	
Did you complete and sign the **SBD 6.1** form with required proof to substantiate any claims for preferential procurement goals? **No points will be allocated if claims, certificates / affidavits / proof to substantiate claims are not in line with the prescripts to validate a claim.**	

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF TRADE INDUSTRY AND COMPETITION (the dtic)					
BID NUMBER:	**dtic 07/26-27**	CLOSING DATE:	**27 November 2026**	CLOSING TIME:	**11:00 am**
DESCRIPTION	**BID dtic 07/26-27: TO INVITE PROPOSALS TO APPOINT "SOUTH AFRICAN UNIVERSITIES OR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES" TO DELIVER DIGITAL LITERACY AND SPECIALISED DIGITAL TRAINING TO UNEMPLOYED SOUTH AFRICANS ACROSS NINE (9) PROVINCES FOR A PERIOD OF FOUR (4) YEARS (2026/2027 TO 2029/2030)**				

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

THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic)
77 MEINTJIES STREET (CORNER OF MEINTJIES AND ROBERT SOBUKWE STREETS), SUNNYSIDE, PRETORIA

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	Ms. Mahlatse Madiba	CONTACT PERSON	Mr. Tshiphiri Ramakokovhu
TELEPHONE NUMBER		TELEPHONE NUMBER	
E-MAIL ADDRESS	MMadiba@thedtic.gov.za	E-MAIL ADDRESS	TRamakokovhu@thedtic.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 /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES, ANSWER PART B:3]

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 AS WELL AS THE SCM POLICY OF **the dtic**.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7) AND SLA.**
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 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)

NAME AND SURNAME: ……

DATE: ……

Annexure A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

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7. Performance security
8. Inspections, tests and analysis
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to

influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillaries to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the

bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during

transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
(b) in the event of termination of production of the spare parts:
(i) Advance notification to the purchaser of the pending

termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of

the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
(b) if the Supplier fails to perform any other obligation(s) under the contract; or
(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction
(iii) the period of restriction; and
(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or

services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to

commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or

interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing Language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable Law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and Duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are

not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade, Industry and Competition shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

In terms of section 4 (1) (b) (iii) 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 collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may 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.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

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.

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.

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

2.2 Do you, or any person connected with the bidder, have a relationship 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, (name and surname) …… the undersigned, 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.

3.5 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.

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

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.

3.7 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 Prvention 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

PRICING SCHEDULE

(Professional Services)
FIXED PRICING

PROVINCE BIDDED FOR: _____

(The bidder must separate SBD 3.3. for each province they are submitting a bidding proposal for)

NAME OF BIDDER: .....BID NO. **dtic 07/26-27**

CLOSING TIME **11:00** CLOSING DATE: **27 NOVEMBER 2026**

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

N.B! NO FINANCIAL INFORMATION IS ALLOWED IN THE FUNCTIONAL PROPOSAL. FAILURE TO COMPLY HEREWITH WILL LEAD TO AUTOMATIC DISQUALIFICATION.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCL VAT *(ALL APPLICABLE TAXES INCLUDED)
	TO INVITE PROPOSALS TO APPOINT "SOUTH AFRICAN UNIVERSITIES OR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES" TO DELIVER DIGITAL LITERACY AND SPECIALISED DIGITAL TRAINING TO UNEMPLOYED SOUTH AFRICANS ACROSS NINE (9) PROVINCES FOR A PERIOD OF FOUR (4) YEARS (2026/2027 TO 2029/2030).	**TOTAL PRICE FOR 4 YEARS**

1. The prices must be quoted in RSA currency and include VAT. R _____

2. **THE BID PRICE** MUST **BE FIXED**. Non-compliance with the fixed price requirement will lead to automatic disqualification

3. The total fixed bid price will be used for price evaluation/ comparison purposes in line with 90/10 principle. Each province will be evaluated separately and awarded separately.

4. Period required for commencement with project after acceptance of bid: .....

5. **IS THE PRICE QUOTED FIXED FOR THE FULL PERIOD OF THE CONTRACT**: **YES / NO (delete the one that is not acceptable)**

   ADDITIONAL OPTIONAL- DETERMINED BY ToR:

6. In instances where travel and accommodation forms part of a terms of reference requirement and approved by the relevant delegated Official of **the dtic**, then the following rules will apply:

6.1 Air Travel will be restricted to Economy Class.
6.2 Claims for kilometers may not exceed the latest rates published by The Department of Transport.
6.3 Accommodation – as stipulated in the ToR / in line with latest approved rates from National Treasury / **the dtic.**
6.4 Parking expenses will **NOT** be for **the dtic's** account.
6.5 Travelling costs and time spent or incurred between the home and office of the consultants, including their staff and **the dtic** head office **will NOT be** for the account of **the dtic**.
6.6 Where the investigation project has travel and accommodation cost implications, these costs must be pre-approved by the Project Manager.

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

BIDDERS WHO SUBMIT FINANCIAL PROPOSALS BASED ON NON-FIXED PRICES OR BASED ON ANY ADDITIONAL PRICES, OTHER THAN THOSE REQUIRED IN THIS DOCUMENT WILL AUTOMATICALLY BE DISQUALIFIED AS IT WILL NOT BE POSSIBLE TO HAVE COMPARATIVE PRICES.

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

---

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

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 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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:

Table 1: Specific goals for the tender and points claimed are indicated per the table below. *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 per goal (90/10 system) (dtic MUST complete)	Do you wish to claim points for this goal: Indicate YES or NO (Bidder MUST complete)	Please indicate the number of points you claim per goal. (90/10 system) (Bidder MUST complete)
BEE Compliance: Based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013). (Relevant point qualified for will be divided by 4 as a maximum of 5 points can be scored on this element).	**5**		
Local Procurement: The stimulation of the local economy by procuring from enterprises located within the borders of South Africa (All Provinces are therefore included)	**3**		
HDI: Black People/Women/Disabled People	**1**		
SMME's: The promotion of small businesses as defined in the National Small Business Act, 1963 (Act 102 of 1996 and the Amendment Act, Act 29 of 2004).	**1**		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm…….

4.3. Company registration number: ……...

4.4. 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]

4.5. 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 4.1, 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.

The following proof to substantiate preferential claims is required and MUST be submitted together with your bid proposal:

4.6 For claims based on B-BBEE compliance based on Section 10 of the B-BBEE Act (Act 53of 2003 as amended by Act 46 of 2013): A Valid Certified B-BBEE certificate **OR** Valid Certified CIPC B-BBEE certificate **OR** Valid Certified Sworn Affidavit.

4.7 For claims based on Local Procurement (Provincial): Proof of address (municipal rates account **OR** bank statements **OR** lease agreement **OR** certified affidavit **OR** CSD report).

4.8 For claims based on HDI (Race, Women or People with disabilities): Copy of CIPC (Companies and Intellectual Property Commission) registration, copies of ID's as well as CSD (Central Supplier Database) report and for claims based on disability a letter from a specialist / doctor certifying disability must be submitted to substantiate claims based on disability.

4.9 For claims based on Small Medium Micro Enterprises (SMME's): SARS return indicating annual turnover **OR** Certified Sworn Affidavit indicating annual turnover.

4.10 **Failure on the part of a service provider to submit proof or documentation required in terms of this ToR to claim points for specific goals, may be interpreted to mean that preference points for specific goals are not claimed and no points will be allocated**.

4.11 Bidders that choose to claim preference points must do so by completing the SBD 6.1 and provide the necessary proof to substantiate the claim(s) at the time of submitting the bid proposal in the functional proposal envelope. **It is the responsibility of the bidder to attach the relevant proof for each goal claimed to the SBD 6.1 form. FAILURE TO DO SO MAY RESULT IN NO POINTS ALLOCATED FOR PREFERENTIAL GOALS**.

	…….
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	……..
DATE:	……
ADDRESS:	……
	……
	……
	……

the dtic
Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

THE TERMS OF REFERENCE

To invite proposal to appoint "South African Universities or Technical and Vocational Education and Training (TVET) Colleges" to deliver digital literacy and specialised digital training to unemployed South Africans across nine (9) provinces for a period of Four (4) Years (2026/2027 to 2029/2030).

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REQUEST FOR PROPOSALS:

The Department of Trade, Industry and Competition (**the dtic**) invites interested *South African Universities or Technical and Vocational Education and Training (TVET) Colleges* to submit proposals for providing digital skills training to twenty-four thousand two hundred and forty-six (24 246) unemployed and Youth South Africans across South Africa.

NOTE: Should a *South African University or Technical and Vocational Education and Training (TVET) College* have reason to believe that the specification / Terms of Reference are not open to promote competition or that it is written based on a particular brand / product / entity; the *South African University or Technical and Vocational Education and Training (TVET) College* shall notify the Bid Office of **the dtic** within ten (10) calendar days after publication of the bid.

1. PURPOSE

1.1 The purpose of the project is to undertake the digital literacy and specialised digital training to twenty thousand two hundred and four (20 204 trainees) unemployed South Africans and four thousand and forty-two (4 042 trainees) South African youth, across the nine provinces for four financial years 2026/2027 to 2029/2030 government Financial Year.

2. BACKGROUND

2.1 Digital skills are defined as a range of abilities to use digital devices, communication applications and networks to access and manage information. These abilities enable people to create and share digital content; communicate and collaborate; solve problems; and actively participate in the digital economy. The specialized digital training offers the beneficiaries in digital technologies with data science, artificial intelligence, cybersecurity, software development, and others at an entry-level to intermediate level, with an industry certification.

2.2 The digital economy refers to all economic activities that either rely on digital input or use digital input to make significant enhancements. Digital input includes digital technology, digital infrastructure, digital services and digital data.

2.3 Currently, the demand for digital skills outweighs the supply. While digital skills will be required in all sectors of the South African economy, many local businesses lack the skills needed to operate, innovate, and compete in the digital economy.

2.4 There is an acute awareness of the importance of digital skills to secure employment, but there is also a great need for young people to learn how to use digital technologies. With employers looking for digital skills to increase growth and productivity, these skills are essential for young people to be more employable.

2.5 The digital skills range from basic computer literacy and internet navigation to advanced capabilities in data analysis, digital marketing, cybersecurity, and coding.

3. OBJECTIVES

3.1 The Objectives of the training course is to conduct digital literacy training to unemployed South Africans and specialised digital training to the South African youth in all the nine provinces and all districts as mentioned in 4.1 from 2026/2027 to 2029/2030 Financial Years.

All the digital (literacy and Specialised) training must be conducted physically or face to face and trainees must complete the training. **the dtic** will appoint one or more University(s) or TVET College(s) per province to conduct the digital literacy and specialised digital training in the province they are based in and their respective provincial districts at the same period, so that the training approach and methodology will be uniform.

3.1.1 Digital Literacy Training

- Twenty thousand two hundred and four (20 204 trainees) unemployed South Africans
- The training aims to achieve the following objectives:
- The trainees must be able to use basic digital tools such as internet, search engines, communication tools to access information, which can assist them in their day-to-day work or personal needs.
- The trainees must be able to store and move information in a secure way using available digital tools including cloud services.
- The trainees must be able to use digital tools to collaborate with others to complete tasks or projects.
- The trainees must be able to use basic computer applications to transact online in a secure way.

3.1.2 Specialized Training

- Four thousand and forty-two (4 042 trainees) Youth and or graduates
- The outcome of this course is to develop participants to acquire specialised digital technology skills and access opportunities at an entry level in a variety of economic industries. The course will enable the participants to innovate in the various specialised 4IR spaces in the economy.

4. MANDATORY REQUIREMENTS

4.1 PROVINCE, DISTRICT AND INFRASTRUCTURE

In terms of bidding; a university / TVET college must bid to provide training in one province where it is located and its respective districts, if a university / TVET college is having satellites/branches in other provinces, it must bid separately per those province/s and their respective districts, to conduct the digital literacy and specialised digital training at the same period. **the dtic** will bring the appointed universities and TVET colleges together to work on the common training approach and methodology.

- The province/s are tied up with their respective districts, once you choose a province/s you are bound to provide training in all districts under the province/s.
- The digital literacy training and specialised digital training are tied together; you can't choose to provide training in only specialised and leave out the digital training and vice versa.
- The appointed University / universities / TVET college/ colleges /must be able to provide digital literacy training and specialised digital training to youth or graduates in the following provinces / provinces and district / districts as outlined in the table below:

District	**Number of unemployed trainees in digital literacy**	**Number of youth trainees in specialized digital skills**
Total	**20 204**	**4 042**
Eastern Cape	**2278**	**456**
EC - Alfred Nzo District Municipality	287	57
EC - Amathole District Municipality	266	53
EC - Buffalo City Metropolitan Municipality	280	56

EC - Chris Hani District Municipality	236	47
EC - Joe Gqabi District Municipality	117	23
EC - Nelson Mandela Bay Metropolitan Municipality	400	80
EC - OR Tambo District Municipality	527	105
EC - Sarah Baartman District Municipality	166	33
Free State	**970**	**194**
FS - Fezile Dabi District Municipality	172	34
FS - Lejweleputswa District Municipality	222	44
FS - Mangaung Metropolitan Municipality	272	54
FS - Thabo Mofutsanyane District Municipality	260	52
FS - Xhariep District Municipality	44	9
Gauteng	**5134**	**1027**
GT - City of Johannesburg Metropolitan Municipality	1881	376
GT - City of Tshwane Metropolitan Municipality	1299	260
GT - Ekurhuleni Metropolitan Municipality	1282	256
GT - Sedibeng District Municipality	340	68
GT - West Rand DM	332	66
KwaZulu-Natal	**3944**	**789**
KZN - Amajuba District Municipality	198	40
KZN - Harry Gwala District Municipality	167	33
KZN - Ugu District Municipality	270	54
KZN - uMkhanyakude District Municipality	231	46
KZN - uMzinyathi District Municipality	199	40
KZN - uThukela District Municipality	235	47
KZN - King Cetshwayo District Municipality	324	65
KZN - Zululand District Municipality	295	59

KZN - eThekwini Metropolitan Municipality	1396	279
KZN - iLembe District Municipality	235	47
KZN - uMgungundlovu District Municipality	393	79
Limpopo	**2047**	**410**
LIM - Capricorn District Municipality	459	92
LIM - Sekhukhune District Municipality	422	84
LIM - Mopani District Municipality	414	83
LIM - Vhembe District Municipality	489	98
LIM - Waterberg District Municipality	263	53
Mpumalanga	**1624**	**325**
MP - Ehlanzeni District Municipality	614	123
MP - Gert Sibande District Municipality	437	87
MP - Nkangala District Municipality	573	115
Northern Cape	440	88
NC - Frances Baard District Municipality	142	28
NC - John Taolo Gaetsewe District Municipality	93	19
NC - Namakwa District Municipality	41	8
NC - Pixley ka Seme District Municipality	69	14
NC - ZF Mgcawu District Municipality	95	19
North West	**1335**	**267**
NW - Dr Kenneth Kaunda District Municipality	259	52
NW - Bojanala District Municipality	632	126
NW - Dr Ruth Segomotsi Mompati District Municipality (Bophirima)	151	30
NW - Ngaka Modiri Molema District Municipality	293	59
Western Cape	**2432**	**487**
WC - City of Cape Town Metropolitan Municipality	1602	320

WC - Cape Winelands District Municipality	326	65
WC - Central Karoo District Municipality	25	5
WC - Garden Route District Municipality	216	43
WC - Overberg District Municipality	105	21
WC - West Coast District Municipality	158	32

Project timelines**: Number of unemployed trainees in digital literacy**

YEAR	2026/2027	2027/2028	2028/2029	2029/2030
Eastern Cape	**569**	**569**	**570**	**570**
EC - Alfred Nzo District Municipality	71	71	72	73
EC - Amathole District Municipality	66	66	67	67
EC - Buffalo City Metropolitan Municipality	70	70	70	70
EC - Chris Hani District Municipality	59	59	59	59
EC - Joe Gqabi District Municipality	29	29	29	30
EC - Nelson Mandela Bay Metropolitan Municipality	100	100	100	100
EC - OR Tambo District Municipality	131	132	132	132
EC - Sarah Baartman District Municipality	43	42	42	39
Free State	**242**	**242**	**243**	**243**
FS - Fezile Dabi District Municipality	43	43	43	43
FS - Lejweleputswa District Municipality	55	55	56	56
FS - Mangaung Metropolitan Municipality	68	68	68	68
FS - Thabo Mofutsanyane District Municipality	65	65	65	65
FS - Xhariep District Municipality	11	11	11	11
Gauteng	**1283**	**1283**	**1284**	**1284**
GT - City of Johannesburg Metropolitan Municipality	470	470	470	471
GT - City of Tshwane Metropolitan Municipality	325	325	325	324

GT - Ekurhuleni Metropolitan Municipality	320	320	321	321
GT - Sedibeng District Municipality	85	85	85	85
GT - West Rand DM	83	83	83	83
KwaZulu-Natal	**986**	**986**	**986**	**986**
KZN - Amajuba District Municipality	49	49	50	50
KZN - Harry Gwala District Municipality	41	42	42	42
KZN - Ugu District Municipality	67	67	68	68
KZN - uMkhanyakude District Municipality	57	58	58	58
KZN - uMzinyathi District Municipality	49	50	50	50
KZN - uThukela District Municipality	61	59	59	56
KZN - King Cetshwayo District Municipality	81	81	81	81
KZN - Zululand District Municipality	73	74	74	74
KZN - eThekwini Metropolitan Municipality	351	349	347	349
KZN - iLembe District Municipality	58	59	59	59
KZN - uMgungundlovu District Municipality	98	98	98	99
Limpopo	**511**	**512**	**512**	**512**
LIM - Capricorn District Municipality	115	115	115	114
LIM - Sekhukhune District Municipality	105	106	105	106
LIM - Mopani District Municipality	103	103	104	104
LIM - Vhembe District Municipality	123	122	122	122
LIM - Waterberg District Municipality	65	66	66	66
Mpumalanga	**406**	**406**	**406**	**406**
MP - Ehlanzeni District Municipality	153	154	154	153
MP - Gert Sibande District Municipality	110	109	109	109
MP - Nkangala District Municipality	143	143	143	144
Northern Cape	**110**	**110**	**110**	**110**

NC - Frances Baard District Municipality	35	36	36	35
NC - John Taolo Gaetsewe District Municipality	23	23	23	24
NC - Namakwa District Municipality	11	10	10	10
NC - Pixley ka Seme District Municipality	18	17	17	17
NC - ZF Mgcawu District Municipality	23	24	24	24
North West	**333**	**334**	**334**	**334**
NW - Dr Kenneth Kaunda District Municipality	64	65	65	65
NW - Bojanala District Municipality	158	158	158	158
NW - Dr Ruth Segomotsi Mompati District Municipality (Bophirima)	37	38	38	38
NW - Ngaka Modiri Molema District Municipality	74	73	73	73
Western Cape	**608**	**608**	**608**	**608**
WC - City of Cape Town Metropolitan Municipality	401	401	400	400
WC - Cape Winelands District Municipality	82	81	82	81
WC - Central Karoo District Municipality	6	6	6	7
WC - Garden Route District Municipality	54	54	54	54
WC - Overberg District Municipality	26	27	26	26
WC - West Coast District Municipality	39	39	40	40

Project timelines: **Number of youth trainees in specialized digital skills**

YEAR	2026/2027	2027/2028	2028/2029	2029/2030
Eastern Cape	**114**	**114**	**114**	**114**
EC - Alfred Nzo District Municipality	15	14	14	14
EC - Amathole District Municipality	13	13	13	14
EC - Buffalo City Metropolitan Municipality	14	14	14	14
EC - Chris Hani District Municipality	11	12	12	12

EC - Joe Gqabi District Municipality	5	6	6	6
EC - Nelson Mandela Bay Metropolitan Municipality	20	20	20	20
EC - OR Tambo District Municipality	27	26	26	26
EC - Sarah Baartman District Municipality	9	8	8	8
Free State	**48**	**48**	**49**	**49**
FS - Fezile Dabi District Municipality	8	8	9	9
FS - Lejweleputswa District Municipality	11	11	11	11
FS - Mangaung Metropolitan Municipality	13	14	14	13
FS - Thabo Mofutsanyane District Municipality	13	13	13	13
FS - Xhariep District Municipality	3	2	2	2
Gauteng	**256**	**257**	**257**	**257**
GT - City of Johannesburg Metropolitan Municipality	94	94	94	94
GT - City of Tshwane Metropolitan Municipality	65	65	65	65
GT - Ekurhuleni Metropolitan Municipality	64	64	64	64
GT - Sedibeng District Municipality	17	17	17	17
GT - West Rand DM	16	16	17	17
KwaZulu-Natal	**197**	**197**	**197**	**198**
KZN - Amajuba District Municipality	10	10	10	10
KZN - Harry Gwala District Municipality	8	8	8	9
KZN - Ugu District Municipality	15	13	13	13
KZN - uMkhanyakude District Municipality	13	11	11	11
KZN - uMzinyathi District Municipality	10	10	10	10
KZN - uThukela District Municipality	11	12	12	12
KZN - King Cetshwayo District Municipality	17	16	16	16
KZN - Zululand District Municipality	14	15	15	15

KZN - eThekwini Metropolitan Municipality	69	70	70	70
KZN - iLembe District Municipality	11	12	12	12
KZN - uMgungundlovu District Municipality	19	20	20	20
Limpopo	**102**	**102**	**103**	**103**
LIM - Capricorn District Municipality	23	23	23	23
LIM - Sekhukhune District Municipality	21	21	21	21
LIM - Mopani District Municipality	21	21	21	20
LIM - Vhembe District Municipality	24	24	25	25
LIM - Waterberg District Municipality	13	13	13	14
Mpumalanga	**81**	**81**	**81**	**82**
MP - Ehlanzeni District Municipality	31	30	31	31
MP - Gert Sibande District Municipality	22	22	21	22
MP - Nkangala District Municipality	28	29	29	29
Northern Cape	**22**	**22**	**22**	**22**
NC - Frances Baard District Municipality	7	7	7	7
NC - John Taolo Gaetsewe District Municipality	5	5	4	5
NC - Namakwa District Municipality	2	2	2	2
NC - Pixley ka Seme District Municipality	4	3	4	3
NC - ZF Mgcawu District Municipality	4	5	5	5
North West	**66**	**67**	**67**	**67**
NW - Dr Kenneth Kaunda District Municipality	14	14	12	12
NW - Bojanala District Municipality	31	31	32	32
NW - Dr Ruth Segomotsi Mompati District Municipality (Bophirima)	7	7	8	8
NW - Ngaka Modiri Molema District Municipality	14	15	15	15
Western Cape	**121**	**122**	**122**	**122**

WC - City of Cape Town Metropolitan Municipality	80	80	80	80
WC - Cape Winelands District Municipality	16	16	17	16
WC - Central Karoo District Municipality	1	1	1	2
WC - Garden Route District Municipality	11	11	11	10
WC - Overberg District Municipality	5	5	5	6
WC - West Coast District Municipality	8	8	8	8

- **the dtic** allocated trainees per districts from the province. The allocation was done based on the proportion of youths and unemployed population in the districts and provinces.
- The bidding university/s / TVET college/s must have a well-established infrastructure with working equipment for digital and specialized digital training and/or may have a partnership with other TVET colleges; Universities; Colleges and Schools or any recognized institutions in the province/s and districts. In the case where university/s TVET college/s is/are having a partnership with other TVET colleges; Universities; Colleges and Schools they must submit the signed and valid MOU/MOA.
- **the dtic** will visit the sites to inspect the infrastructure to confirm if they meet the acceptable standards for learning as outlined in the table 1 below. **the dtic** reserves the right to cancel the contract if the standards are not met.

Table 1: Infrastructure Standard requirements

Requirements	Description
1. Location and Access	• Roads accessible in all weathers • Site close to the residents • Transport is accessible for students who live further away
2. Basic Facilities	• Clean drinking water available for trainees. • Toilets working, clean, and sufficient for the number of trainees • Toilets accessible to trainees with disabilities • Waste disposal (bins, recycling) adequate and hygienic

	• Canteens or restaurants available • safe and clean area for trainees to take breaks • Learning environment protected from all weather conditions (roof, windows, heating/cooling where needed)
3. Signage and Navigation	• Clear signs to bathrooms, exits, and emergency assembly points • Classroom/lab doors clearly labelled • Emergency exits and safety equipment (fire extinguisher, first aid kit)
4. Lab Space	• Dedicated lab for digital skills training • Lab secure (lockable doors/windows) • Seating capacity aligned with the number of computers and tables provided • Ventilation adequate
5. Power Supply	• Electricity available for lights and computer connection • Backup for when power goes off (lights and computer connection) • Safe wiring/outlets • Enough plugs for all devices
6. Internet and connectivity	• Internet connection reliable • Cellphone network signal available • Bandwidth adequate for training • Wi-Fi access for students • Offline access plan in place
7. ICT Equipment	• Laptops or Desktop • Processor core I5 or Ryzen 5 (or later version) • Operating System (Windows, Linux, Mac or Dual) • Office Suit 2019 or later
8. Human Resources	• Lab Technician/IT Support • Trainer(s) available • Program Coordinator
9. Safety and Environment	• Fire extinguisher available • First aid kit available • Security and accessibility control • Emergency exits marked • Area secure
10. Declaration of risks (if any)	• Unreliable Electricity • Poor Internet • Insufficient Devices

	• Security issues • Accessibility issues • Other

4.2 Proposals must include the following information:

Proof of registration of the University/s or TVET College/s with an appropriate SETA or accreditation body (attach proof of registration with relevant body).

FAILURE TO COMPLY WITH 4.2 ABOVE WILL AUTOMATICALLY INVALIDATE THE PROPOSAL.

5. PROPOSAL REQUIREMENTS

5.1 Proposals must include the following:

5.1.1 Cover page and Title;

5.1.2 Executive summary;

5.1.3 Training content;

5.1.4 Training methodology, assessment approach and certification of trainees;

5.1.5 Project implementation plan;

5.1.6 Experience of the University/s or TVET College/s;

5.1.7 Experience of the facilitators, CV, profile and relevant qualification(s);

5.1.8 Evidence (Reference letters) in delivering the digital literacy training;

5.1.9 The University/s or TVET College/s must submit One (1) hard copy of the proposal clearly indicating the province for which the proposal is submitted.

6. TRAINING CONTENT AND PROJECT IMPLMENTATION PLAN

6.1 The digital literacy training must not exceed five (5) days per enrolment, and all trainees enrolled must complete the training and be awarded with certificates completion. The specialised digital training to youth or graduate must not exceed three (3) months per enrolment or learner and all trainees must complete the training and be awarded Microsoft and CISCO certificates of completion.

The University/s *or TVET College/s* must clearly indicate the number of enrolments and number of trainees (trainees per session) per district; this should add up to the total number of province/s indicated in section 4.1.

6.2 The digital literacy training will be delivered to unemployed South Africans. The table below outlines the standard to prospective University/s or TVET College/ss. Prospective University/s *or TVET College/s* must adhere to these.

6.2.1 The digital literacy training must not exceed five (5) days.

Training Modules

Module 1: End-User computing	Topic 1: Computer hardware essentials Topic 2: User identities in computing Topic 3: Device Access management Topic 4: Introduction to Computer software applications for the end-user Topic 5: Exploring the device and its applications
Module 2: Computer software essentials	Topic 1: Generally used computer software (Microsoft, Adobe, PDF, flash and others) Topic 2: Introduction to Microsoft 365 Packages (Word, Excel, PowerPoint, Outlook, Teams and others) Topic 3: Introduction to security software Topic 4: Introduction to interactive computer software (Zoom, WebEx, Skype, Google meet and others)
Module 3: Communication using a technology device	Topic 1: Effective use of e-mail applications Topic 2: Setting up an e-mail account Topic 3: Professional writing of e-mails Topic 4 The do and don'ts of using e-mail Topic 5: Emails as a record of communications Topic 6: Ethical considerations in e-mail usage Topic 7: Exploring practical aspects of using e-mail
Module 4: The internet as a digital tool	Topic 1: Internet connectivity Topic 2: The internet as an information hub (Usage of search engines) Topic 3: Desktop research and information packaging using the internet Topic 4: Available online applications for personal use (Heath, safety, traffic, personal career profiling, Government services, Career sites etc.) Topic 5: Saving and accessing information in the cloud Topic 5: Online transactions Topic 6: Cybersecurity and online safety

Module 5: Readiness to use 4IR technologies	Topic 1: Use of artificial intelligence in everyday settings Topic 2: Available data analytics tools

6.2.2 Specialised Digital Programmes

The outcome of this course is to assist participants to acquire specialised digital technology skills and access opportunities at an entry level in a variety of economic industries. The course will enable the participants to innovate in the various specialised 4IR spaces in the economy.

Course Length: The courses must not exceed 3 months.

Course Category	Course Name	Course Modules
CISCO Junior Cybersecurity Analyst Career Path	**Introduction to Cybersecurity**	Module 1: Introduction to Cybersecurity
		Module 2: Attacks, Concepts and Techniques
		Module 3: Protecting your Data and Privacy
		Module 4: Protecting the Organization
		Module 5: Will Your Future Be in Cybersecurity?
	Endpoint Security	Module 1: Cybersecurity Threats, Vulnerabilities, and Attacks
		Module 2: Securing Networks
		Module 3: Attacking the Foundation
		Module 4: Attacking What We Do
		Module 5: Wireless Network Communication
		Module 6: Network Security Infrastructure
		Module 7: The Windows Operating System
		Module 8: Linux Overview
		Module 9: System and Endpoint Protection
		Module 10: Cybersecurity Principles, Practices, and Processes
	Network Defence	Module 1: Understanding Defence
		Module 2: System and Network Defence
		Module 3: Access Control
		Module 4: Access Control Lists

		Module 5: Firewall Technologies
		Module 6: Zone-Based Policy Firewalls
		Module 7: Cloud Security
		Module 8: Cryptography
		Module 9: Technologies and Protocols
		Module 10: Network Security Data
		Module 11: Evaluating Alerts
	Cyber Threat Management	Module 1: Governance and Compliance
		Module 2: Network Security Testing
		Module 3: Threat Intelligence
		Module 4: Endpoint Vulnerability Assessment
		Module 5: Risk Management and Security Controls
		Module 6: Digital Forensics and Incident Analysis and Response
	Ethical Hacker	Module 1: Introduction to Ethical Hacking and Penetration Testing
		Module 2: Planning and Scoping a Penetration Testing Assessment
		Module 3: Information Gathering and Vulnerability Scanning
		Module 4: Social Engineering Attacks
		Module 5: Exploiting Wired and Wireless Networks
		Module 6: Exploiting Application-Based Vulnerabilities
		Module 7: Cloud, Mobile, and IoT Security
		Module 8: Performing Post-Exploitation Techniques
		Module 9: Reporting and Communication
		Module 10: Tools and Code Analysis
CISCO Network Technician Career Path	**Introduction to IoT and Digital Transformation**	Module 1: Everything is Connected
		Module 2: Everything Becomes Programmable
		Module 3: Everything Generates Data
		Module 4: Everything Can be Automated

		Module 5: Everything Needs to be Secured
		Module 6: Educational and Business Opportunities
	Networking Basics	Module 1: Communication in a Connected World
		Module 2: Network Components, Types, and Connections
		Module 3: Wireless and Mobile Networks
		Module 4: Build a Home Network
		Module 5: Communication Principles
		Module 6: Network Media
		Module 7: The Access Layer
		Module 8: The Internet Protocol
		Module 9: IPv4 and Network Segmentation
		Module 10: IPv6 Addressing Formats and Rules
		Module 11: Dynamic Addressing with DHCP
		Module 12: Gateways to Other Networks
		Module 13: The ARP Process
		Module 14: Routing Between Networks
		Module 15: TCP and UDP
		Module 16: Application Layer Services
		Module 17: Network Testing Utilities
	Networking Devices and Initial Configuration	Module 1: Network Design
		Module 2: Cloud and Virtualization
		Module 3: Number Systems
		Module 4: Ethernet Switching
		Module 5: Network Layer
		Module 6: IPv4 Address Structure
		Module 7: Address Resolution
		Module 8: IP Addressing Services
		Module 9: Transport Layer
		Module 10: The Cisco IOS Command Line
		Module 11: Build a Small Cisco Network
		Module 12: ICMP
	Network Addressing and Basic Troubleshooting	Module 1: Physical Layer
		Module 2: Data Link Layer

		Module 3: Routing at the Network Layer
		Module 4: IPv6 Addressing
		Module 5: IPv6 Neighbour Discovery
		Module 6: Cisco Switches and Routers
		Module 7: Troubleshoot Common Network Problems
	Network Support and Security	Module 1: Network Support
		Module 2: Cybersecurity Threats, Vulnerabilities, and Attacks
		Module 3: Network Security
CISCO Certified Entry-Level Programming	**HTML Essentials**	Module 1: Getting Started with HTML
		Module 2: Formatting Text and Organizing Data
		Module 3: Exploring Visual and Interactive Elements
		Module 4: Enhancing Web Presentation
		Module 5: Building Optimized and Accessible Web Content
		Module 6: Exploring HTML Beyond Basics
	Linux Unhatched	
	Linux 1	
	Linux 2	
	Linux Essentials	
	CSS Essentials	Module 1: CSS Basics
		Module 2: Properties and Values
		Module 3: The Box Model
		Module 4: Floats and Media Queries
		Module 5: Flexbox and CSS Grid
		Module 6: Transitions, Interactivity, and Animations
		Module 7: Bootstrap
		Module 8: Sass and Less
		Module 9: Accessibility
	Python Essentials 1	Module 1. Introduction to Python and Computer Programming
		Module 2. Python Data Types, Variables, Operators, and Basic I/O Operations
		Module 3. Boolean Values, Conditional Execution, Loops, Lists

		and List Processing, Logical and Bitwise Operations
		Module 4. Functions, Tuples, Dictionaries, Exceptions, and Data Processing
	Python Essentials 2	Module 1. Modules, Packages, and PIP
		Module 2. Strings, String and List Methods, Exceptions
		Module 3. Object-Oriented Programming
		Module 4. Miscellaneous
	JavaScript Essentials 1	Module 1: Introduction to JavaScript and Computer Programming
		Module 2: Variables, Data Types, Type Casting, and Comments
		Module 3: Operators and User Interaction
		Module 4: Control Flow – Conditional Execution and Loops
		Module 5: Functions
		Module 6: Errors, exceptions, debugging, and troubleshooting
	JavaScript Essentials 2	Module 1: Classless Objects
		Module 2: Classes and Class-Based Approach
		Module 3: Built-In Objects
		Module 4: Advanced Function Usage
CISCO Data Analytics	**Introduction to Data Science**	Module 1: Experience Analytics
		Module 2: Data Collection and Storage
		Module 3: Artificial Intelligence and Machine Learning
		Module 4: Embarking on Your Career in Data Analytics
	Data Analytics Essentials	Module 1: Data Analytics Projects
		Module 2: Getting started with Data Gathering and Investigation
		Module 3: Preparing and Cleaning Data for Analysis
		Module 4: Transforming Data with Excel
		Module 5: Analyse the Data Using Statistics
		Module 6: Introduction to Relational Databases and SQL

		Module 7: Introduction to Structured Queries
		Module 8: Introduction to Tableau
		Module 9: Ethics and Bias in Data
		Module 10: Take the Next Steps
CISCO Internet of Things	**Exploring Internet of Things with Cisco Packet Tracer**	Module 1: Create Your Own Smart Home Network
		Module 2: Environment Controls and IoT Things in Packet Tracer

6.3 Training methodology and certification of trainees:

The following proposed training methodology is to be used by the **university/s/ TVET college/s**:

6.3.1 **Diagnostic assessments** – identify the trainees' current knowledge on the subject, their skills set and capabilities, and clarify misconceptions, before learning takes place. Example: knowledge questionnaire.

6.3.2 **Formative assessments** – provides feedback and information to trainees during the instructional process, whilst learning is taking place. Examples are in-class activities (syndicate assignments; presentations; observations etc.);

6.3.3 **Summative assessments** – takes place after the learning has been completed and provides information and feedback that sums up the teaching and learning process. Example is: Portfolio of Evidence (PoE)

6.3.4 **Certification of Competence**.

6.4 Project implementation plan

6.4.1 The university/s / TVET college/s must submit a detailed project implementation plan detailing the tasks, activities and target dates for the work to be undertaken with clear responsibilities.

7 SCOPE OF WORK

The university/s / TVET college/s will be required to carry out the following:

7.1 Development of all assessment tools (diagnostic; formative and summative assessments), if not yet in place;

7.2 Development of the training manual and the evaluation questionnaire in accordance with **the dtic** requirements;

7.3 Development of a detailed implementation plan before the signing of the Service Level Agreement (SLA);

7.4 Presenting the training course to **the dtic** during a consultation session and incorporate inputs from **the dtic** to enhance the course.

7.5 Provision of training manuals, assessments, stationary for participants and laptop for the facilitator for the full duration of the training course;

7.6 Market the programme (digital training) and enrol the trainees to attend

7.7 Provide the necessary enticement to the trainees (e.g. refreshments or stipend)

7.8 Delivery of digital literacy and specialised training to unemployed and youth South African as outlined in districts per session;

7.9 The University/s or TVET College/s must conduct the digital literacy training in the districts mentioned in section 4.1.

7.10 Compile and submit to the dtic the names of trainees who have completed the course and an evaluation report in the required format within two (2) weeks after the training/session delivery. The report will have the following format;

a. Cover Page and Title

b. Executive Summary

c. Introduction

   i. Overview of project and its goal

d. Evaluation Framework

   i. Purpose of the evaluation

   ii. Key evaluation questions

e. Evaluation findings (Customisation of the evaluation questionnaire in accordance with **the dtic** standards)

f. Conclusion and Recommendations

g. Completion rate and copy of Certification of participants

7.11 Provision of extra training manual to **the dtic** for record keeping and for future reference.

8. DELIVERABLES

8.1 The project activities by the university/s / TVET college/s will include the following milestones to be delivered to undertake the training**:**

8.1.1 Develop project implementation plan;
8.1.2 Customisation of the learning content;
8.1.3 Monitoring and evaluation of day-to-day training delivery;
8.1.4 Coordinate Trainees participation in the project;
8.1.5 Provision of learning content and review;
8.1.6 The delivery of the actual training, assessment and;
8.1.7 Certificates of completion to the trainees upon completion of the session as outlined in 6.1

9. the dtic'S RESPONSIBILITY

9.1 Briefing session
9.2 Bring the appointed university/s and TVET college/s together to work on the common training approach and methodology
9.3 **Visit the potential** university/s and TVET college/s **to inspect their infrastructure/s before the appointment**
9.4 Training Evaluation report to **the dtic**.
9.5 **the dtic** will be responsible for the following logistical arrangements:

9.5.1 Regular visits and regular monitoring of the training process; the site and infrastructure and the welfare of the trainees;

9.5.2 Pre-training briefing session;

9.5.3 Provide the evaluation report format/ template to the appointed university/s / TVET college/s;

9.5.4 Allocate personnel or representatives to exercise oversight on the agreed training programmes

9.5.5 Support the impact assessment of the delivered programmes

9.5.6 Participate in the project steering committee for the purpose of monitoring and evaluation.

9.5.7 Provide support in the identification of key stakeholders in the project, including the identification of the beneficiaries of the training programmes

10. THE BENEFICIARY GROUP (DELEGATES / TRAINEES)

10.1 The beneficiary group will consist of the following:

- The unemployed South African, youths and graduates.

11. QUALIFICATIONS, EXPERIENCE AND EXPERTISE

11.1 The university/s/ TVET college/s must provide enough number of facilitators plus the project leader for this project, and they must comply with the following requirements:

11.1.1 For digital literacy training: project leader should be in possession of a recognized degree / three (3) years Advance-Diploma in Information Technology or Computer Science / digital or end user computing, plus a minimum of five (5) year experience in the delivery of digital literacy training; and facilitators should have a Diploma / National Diploma in all the courses as mentioned in 6.2.1 and a minimum of three (3) years' experience in the delivery of digital literacy training;

11.1.2 For specialised digital training: the project leader should have an honours degree /postgraduate diploma in Information Technology, Computer Science or Information Systems, plus a minimum of five (5) years in the training of specialised digital training; facilitator/s should have a degree / three (3) years -advance diploma with all the courses as mentioned in 6.2.2 (Cyber Security; Programming; Data Analytics; Internet of Things) and have a minimum of three (3) years' experience in the training of specialised the digital training.

11.1.3 The facilitators should have the following skills:

i. Presentation / Facilitation
ii. Customer Care
iii. Project Management
iv. Marketing – This is only for the project Leader
v. Peoples' Management.

11.1.4 Bidders must submit comprehensive CV's of all proposed facilitators in the following format:

1st Column: Name and ID number of proposed facilitators; **2nd column**: Relevant qualification(s) and courses successfully completed; **3rd column**: number of years' relevant experience indicated in numerical format; **4th column**: Projects and references to prove relevant experience and knowledge in field of expertise (as indicated in below table).

Name and Surname number of proposed facilitators	Relevant qualification(s) and courses successfully completed	Number of years' relevant experience in numerical format	Projects and references to prove relevant experience and knowledge in field of expertise

11.1.5 The bidding company must have a minimum of **five (5) years**' experience in the successful delivery of Digital literacy training.

11.1.6 The bidding company must submit a minimum of 3 reference letters from former clients to prove successful delivery of similar training courses provided. These reference letters must include the following details: (1) the type of project; (2) the period of the project (start and end date); and (3) scope of the work.

11.1.7 The bidding company must have the following competencies in its organisation:

a. Solid foundation in digital and technical knowledge

b. Outcomes-based learning design and development skills

c. Learning programme and learner assessment skills

d. Project management skills

e. Training management skills

NB: **the dtic** reserves the right to vet all documentation and information provided by bidders to prove their relevant experience and ability to perform the service.

12. DUE DILIGENCE

12.1 The bidder must have current technical and logistical capacity to perform the work required. In order to prove this, the bidder must provide details of facilities, resources and capacity.

13. SPECIAL CONDITIONS OF BID

13.1 A Service Level Agreement must be signed with the successful bidder before work commences. A contractual relationship will only commence once a Service Level Agreement is signed between the parties.

13.2 Proposed key staff members must participate actively and be available to perform services in accordance with the contract. In instances where a proposed key staff

member is not available to perform services at a specific period in time, the bidder will be responsible to provide a replacement with similar qualifications and experience in order to guarantee the same standard of work to **the dtic**. Each key team member's role must be clearly outlined in the project plan.

13.3 A project plan detailing the tasks, activities and target dates for the work to be undertaken should be submitted to **the dtic** within 10 working days after appointment of the successful University/s or TVET College/s. Each key team member's role must be clearly outlined in the project plan.

13.4 As previously indicated **the dtic** reserves the right to vet all qualifications and other documentation provided by bidders to prove relevant qualifications, experience and expertise prior to the appointment of a *university/s or TVET College/s*.

13.5 Copyright and intellectual property rights to all documentation, reports etc. that emanate from this assignment will vest with **the dtic**.

13.6 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Not all bids will contain special conditions of contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

13.7 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder.

13.8 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

13.9 The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.

13.10 The Bid Office Officials of **the dtic** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

13.11 All communication between the bidder and the Bid Office Officials of **the dtic** must be done in writing.

13.12 Bidders must ensure that they are registered on the Central Supplier Database of the National Treasury as this is compulsory in order for bidders to be considered for bids.

13.14 Bidders must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.

13.15 Bidders' whose tax matters are not declared to be in order will be disqualified.

13.16 Bidders' attention is drawn to the tax requirements stated on the SBD 1 form.

13.17 Where applicable acceptance of a bid will be subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET (whichever one is stipulated in the relevant specification / ToR). Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the contractor will implement all such security measures as the safe performance of the contract may require." (Minimum Information Security Standards. Chapter 5).

13.18 The points scored for functionality, price and preferential procurement points will be rounded off to the nearest 2 decimals.

13.19 In cases where the tenderer uses sub-contracting, then it is the responsibility of the tenderer to select competent sub-contractors that meet all the requirements of the tender in order to ensure that the bidders tender is not jeopardized by the subcontractor during evaluation. Bidders are responsible for all due diligence on their subcontractors.

13.20 In cases where above market related prices are quoted the right is reserved to negotiate with the three preferred bidders (three highest on final points for price and preferential procurement points).

13.21 Bidders to take note that the award of the tender may be subject to price negotiation with the preferred bidder.

13.22 This bid is subject to the PPPFA and its Regulations and ***the dtic*'s** SCM Policy.

13.23 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **the dtic** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

13.24 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

13.25 Regulation 13 (c) of the Public Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. **As this regulation prohibits public service employees from conducting business with an organ of state; either in a personal capacity or as a director of a private or public company, non-compliance with this regulation will lead to automatic disqualification of a bid**.

the dtic reserves the right:

13.26 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)**.**

13.27 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).

13.28 To accept part of a tender rather than the whole tender.

13.29 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

13.30 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.

13.31 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

13.32 Award to multiple bidders based either on size or geographic considerations.

13.33 Bidders will be afforded an opportunity to pose questions relating to this bid/ToR up to 7 calendar days before closing date of the bid. Thereafter no queries/clarification requests will be responded to. Questions raised will be responded to one by one as received from potential bidders to assist in compilation of proposals. During the final week of advertisement, the Bid Office of **the dtic** will post all questions asked and responses provided on the e-tender portal of National Treasury as well as the dtic's website where the original tender invitation is posted for transparency purposes.

13.34 If the bidder failed to comply with any of the administrative pre-qualification requirements, or if **the dtic** is unable to verify whether the pre-qualification requirements are met, then **the dtic** reserves the right to –

13.34.1 Reject the bid and not evaluate it, or

13.34.2 Accept the bid for evaluation, on condition that the bidder must submit within seven (7) calendar days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

13.35 Incomplete pricing will lead to automatic disqualification as it will not be possible to compare the price with other bid prices.

13.36 Pricing in figures and pricing in words must be the same. Any discrepancy in these two will result in the pricing in figures will be deemed the bid price and will be used for comparison and contract purposes.

13.37 Additional pricing may also lead to automatic disqualification in case where it hinders the comparison of prices (comparing apples with apples).

13.38 The University/s or TVET College/s must have a well-established infrastructure with working equipment for digital and specialized digital training or have a partnership with other TVET colleges; Universities; Colleges and Schools or any recognized institutions in the provinces and districts. The University/s or TVET College/s must submit a certificate that indicates that they own the infrastructure or have a lease agreement, where they have a partnership with TVET colleges; Universities; Colleges and Schools they must submit the signed and valid MOU/MOA**.**

14. PRICE

14.1 The bid price must be an all-inclusive price that represent the total cost of the project per province which will be payable by **the dtic** to the appointed University/s or TVET College/s upon satisfactory work delivery, in accordance with an agreed payment schedule which must be linked to set deliverables. The payment schedule will be stipulated in the SLA.

14.2 The bid price must be inclusive of VAT and quoted in RSA currency.

14.3 Names of Provinces

Name of Province	**Tick** (√) the province for which the Bid is submitted for	Include the price for the province the proposal is submitted for **on the SBD3.3 Form** not in the TOR
Eastern Cape		
Free State		
Gauteng		

KwaZulu Natal		
Limpopo		
Mpumalanga		
Northern Cape		
North-West		
Western Cape		

14.4 Bidders must fill and submit completed SBD 3.3 (Pricing Schedule) with the proposal. **NB.** Pricing must be stipulated on the SBD 3.3 form only and **no** financial information must be mentioned in the functional proposal. Failure to comply will lead to automatic disqualification.

15. the dtic OBLIGATIONS

15.1 **the dtic** Project Manager will serve as the contact person on all matters relating to the project.

15.2 **the dtic** Project Manager will review, evaluate and approve the services provided by the University/s or TVET College/s against the Service Level Agreement on an ongoing basis and prior to payment is made; and

15.3 **the dtic** will supply all reasonable, relevant, available data and information required and requested by the *University/s or TVET College/s* for the proper execution of the services and such ASSISTANCE as shall reasonably be required by *university/s or TVET College/s* in carrying out their duties under this contract.

16. UNIVERSITIE/S OR TVET COLLEGE/S'S OBLIGATION

16.1 The University/s or TVET College/undertakes to act as an independent contractor in respect of the work;

16.2 To work closely with the Project Manager responsible for the project in the dtic;

16.3 Attend meetings when required by the Project Manager for the purposes of obtaining information or advice regarding the work and assignments or any matters arising from or in connection therewith;

16.4 The University/s or TVET College/s will be responsible for its own computers and technical literature to adequately perform all the functions;

16.5 The University/s or TVET College/s must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards;

16.6 The University/s or TVET College/s must in all professional matters act as a faithful advisor to **the dtic**, as well as respecting the laws and customs of any country and provinces in which any business in relation to the project is conducted;

16.7 All information availed to the University/s or TVET College/s during the project must be deemed confidential and will remain the property of **the dtic**;

16.8 The University/s or TVET College/s will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal because of being awarded the contract by **the dtic** strictly confidential;

16.9 The University/s or TVET College/s must not disseminate any information gathered during the conduct of the project, publicize or release media statements in relation to the assignment;

16.10 Any information gathered during the conduct of the assignment is the property of **the dtic** and may not be distributed without prior written approval of **the dtic**;

16.11 The University/s or TVET College/s will be deemed to have been satisfied as to the correctness and sufficiency of the rates and prices set out in their bid for the services to be rendered;

16.12 The University/s or TVET College/s must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.

17. BID EVALUATION CRITERIA

17.1 The 90/10 principle and **two envelope / file system** will apply in evaluating the proposals in accordance with the Preferential Procurement Policy Framework Act; Act no 5 of 2000 its subsequent Regulations and the SCM and Preferential Procurement Policy of **the dtic**. The reason for applying the **two envelope / file system** is to ensure that price does not influence the evaluation of the functional proposals.

17.3 **Two envelope system**

17.3.1 The two-envelope system is based on the submission of the functional and financial proposals in **two separate envelopes / file. NO financial information may be contained in the functional envelope as this will lead to automatic disqualification**. Submission must be done as follows:

Functional proposal:

Bidders must submit their functional proposal in a sealed envelope / file with the name of the bidder, closing date and time and the bid number clearly indicated on the envelope / file. This envelope / file should only contain the functional proposal and compulsory forms; SBD 1, 4, 6.1 and General Conditions of Contract; as well as the relevant proof to substantiate claims for preference points. **Financial information in a functional proposal will lead to automatic disqualification of that specific proposal**.

Financial proposal:

The financial proposal (SBD 3.1 / 3.2 / 3.3) must be submitted in a **SEPARATE** sealed envelope / file with the name of the bidder, closing date and time and the bid number clearly indicated on the envelope / file. The SBD Form should be clearly indicated for which province the quoted amount has been quoted for.

17.4 **FAILURE TO COMPLY WITH THE TWO ENVELOPE / TWO FILE REQUIREMENT WILL AUTOMATICALLY INVALIDATE A BID.**

17.4.1 All proposals will be evaluated in terms of the two-phase process once the pre-qualifying of bids received is done. All bid proposals received are subject to a pre-qualification process to determine compliance with compulsory requirements / conditions. All bids that pass the pre-qualification process will then be evaluated as follows:

First phase: Functional evaluation. This evaluation is based on the functional proposal submitted in envelope one (functional envelope). For this phase there is a cut-off score of 60% and only the proposals that score 60% and above during the functional evaluation will be considered during the second phase of evaluation.

Second phase: Price and preferential procurement. During the second phase all Bids that scored 60% and above during the functional evaluation will be considered for the second phase where points will be calculated for price and preferential procurement goals in accordance with the latest PP Regulations pertaining to the Preferential Procurement Policy Framework Act, Act no 5 of 2000 and **the dtic** SCM Policy / Preferential Procurement Policy.

17.5 It is mandatory for the bidder to indicate the province for which the proposal is submitted for. A separate proposal/s must be submitted if a bidder intends to bid for more than one (1) province.

Name of Province	**Tick** (√) the province for which the Bid is submitted for
Eastern Cape	
Free State	
Gauteng	
KwaZulu Natal	
Limpopo	
Mpumalanga	
Northern Cape	
North-West	
Western Cape	

18. AWARD

The bidder who scores the highest points in a particular province that a proposal was submitted for, in terms of price and preferential procurement, will be considered the preferred bidder in that province and will be awarded the project. One bidder may be appointed for more than one Province if the bidder submitted a proposal for more than one Province and is the highest scoring bidder for the relevant Provinces.

Key scores

Value	**Description**
0 – Poor	Non-Compliant, no proof submitted to substantiate compliance
1 – Below Average	Unacceptable, does not meet set criteria
2 – Average	Reasonable but not sufficient to fully satisfy the requirement
3 – Good	Fully complies to the set minimum requirements
4 – Very Good	Above average compliance to the set requirements
5 – Excellent	Meets and exceeds the set requirements

Phase 1: Functional Proposal:

All proposals will be evaluated on the criteria below and will be rated.

No.	Criteria	Weight	Rate (0-5)	Total Score
1.	**Relevant Qualifications and Experience of proposed facilitator/s:**			
1.1	For digital literacy training: the project leader should be in possession of a recognized degree / 3-years Advance-Diploma in Information Technology or Computer Science / digital or end user computing. **Evidence must be provided**	**5**		
1.2	For specialised digital training: the project leader should have honours degree / postgraduate diploma in Information Technology, Computer Science or Information Systems. **Evidence must be provided**	**10**		
1.3	For digital literacy training: the project leader should have a minimum of five (5) years' experience in the delivery of Digital Literacy training. **Experience must be elaborated upon in CV's.** 5 = 7 years + 4 = 6 years 3 = 5 years 2 = 4 years 1 = 2 years 0 = Less than 1 year	**5**		
1.4	For specialised digital training: the project leader should have a minimum of five (5)	**10**		

No.	Criteria	Weight	Rate (0-5)	Total Score
	years' experience in the training of specialised digital training. **Experience must be elaborated upon in CV's.** 5 = 7 years + 4 = 6 years 3 = 5 years 2 = 4 years 1 = 2 years 0 = Less than 1 year			
1.5	For digital literacy training: facilitator/s should have a diploma / national diploma in all the courses mentioned in 6.2.1 and a minimum of three (3) year experience in the delivery of Digital Literacy training. **Experience must be elaborated upon in CV's.** 5 = Relevant qualification and 5 years + experience. 4 = Relevant qualification and 4 years' experience. 3 = Relevant qualification and 3 years' experience 2 = Relevant qualification and 2 years 1 = Relevant qualification and 1 year experience 0 = Relevant qualification and less than 1 year experience	**10**		
1.6	For specialised digital training: facilitator/s should have a degree / 3 years-advance	**20**		

No.	Criteria	Weight	Rate (0-5)	Total Score
	diploma in all the courses mentioned in 6.2.2 (Cyber Security; Network Technician; Programming; Data Analytics; Internet of Things) and have a minimum of 3 years' experience in the training of specialised the digital training. **Experience must be elaborated upon in CV's.** 5 = Relevant qualification and 5 years + experience. 4 = Relevant qualification and 4 years' experience. 3 = Relevant qualification and 3 years' experience 2 = Relevant qualification and 2 years' experience' 1 = Relevant qualification and 1 year experience 0 = Relevant qualification and less than 1 year experience			
2.	**Bidding Company relevant Experience and number of years' performing services:**			
2.1	The bidding company's relevant experience must be proven by submitting evidence of at least 3 reference letters from former clients of specialised digital training. Proof of evidence must include reference letters with the following details: (1) the name of the client; (2) the period of the project (start and end date); and (3) the name of the training provided.	**20**		

No.	Criteria	Weight	Rate (0-5)	Total Score
	5= 5 plus letters from specialised digital training 4= 4 letters from specialised digital training 3=3 letters from specialised digital training 2= 2 letters from specialised digital training 1=1 letters from specialised digital training			
3.	**Approach and Implementation Plan:**			
3.1	The University/s or TVET College/s must submit a detailed project implementation plan detailing the tasks, activities and target dates for the work to be undertaken with clear roles and responsibilities aligned to the contents in section 6.	**10**		
4.	**Training Content:**			
4.1	The bidding company must submit a manual that clearly indicate the content of the training to be covered as indicated under paragraph 6 of the ToR.	**10**		
	MAXIMUM POINTS	**100**		

Phase 2: Price and Preference Points

No	80/20 PRINCIPLE	POINTS
1	**VAT Inclusive price**	**80**
2	Maximum Preferential procurement points **as claimed on the SBD 6.1 form and substantiated by relevant evidence.**	**20**
	Maximum points	**100%**

19. CONTRACTUAL PERIOD

The University/s or TVET College/s will be contracted to deliver the training for a period of 4 years per province. Bidders must please take note that no contract will come into existence before the Service Level Agreement (SLA) is agreed to and signed by both parties.

20. SUBMISSION OF PROPOSALS

Please direct all **technical** questions in writing to:

Mr. Tshiphiri Ramakokovhu
Research Branch
Department of Trade and Industry
Block A (Utangamiri), First Floor, **the dtic** campus
77 Meintjies Street, Sunnyside, 0002
Email: TRamakokovhu@**thedtic.**gov.za

Please direct all **BID related** questions in writing to:

Ms. Mahlatse Madiba
Office of the Chief Financial Officer (OCFO)
Department of Trade and Industry
Block B (Entirweni), First Floor, **the dtic** campus
77 Meintjies Street, Sunnyside, 0002
Email: MMadiba@thedtic.gov.za