



## **BID FOR THE ESTABLISHMENT OF A PANEL OF SOCIAL FACILITATORS IN THE EASTERN CAPE REGIONAL OFFICE**

**BID NO: DoEEC/09/2022/2023: 29 July 2022**

**CLOSING DATE: 30 AUGUST 2022**

### **PHYSICAL ADDRESS**

PALM SQUARE BUSINESS PARK  
SILVERWOOD HOUSE  
BONZA ROAD  
BEACON BAY  
EAST LONDON

### **TECHNICAL ENQUIRIES**

MRS L.E RHIND-NDHLOVU  
(043) 711 6000  
[lauran@idt.org.za](mailto:lauran@idt.org.za)

### **SCM ENQUIRIES**

MS N DYASI  
(043) 711 6000  
[nomnikelod@idt.org.za](mailto:nomnikelod@idt.org.za)

## **1. PURPOSE**

The purpose of this request for proposal is to pre-qualify Social Facilitators to be enlisted on the IDT's panel of Social Facilitators in the **Eastern Cape Province of South Africa** for a period of three (3) years. Qualified Social Facilitators will be invited on a rotational basis as and when the need arises. The IDT further reserves the right to cancel any invitation to submit pricing proposals / RFQs from the panel and approach the market (open bid) for social facilitation services whenever it is considered that better value in terms of time, cost and quality may be obtained by doing it that way.

**Note:** The IDT reserves the right to;

- (i) invite **only** pre-qualified Social Facilitators from the panel with requisite experience and capacity to submit pricing proposals / RFQs based on project size and complexity, advancement of certain designated groups in line with regulation 4 (1) (a), (b) or (c) of the PPPFA (Act 5 of 2000), Regulations 2017 and any response to client & project-specific requirements and demand.
- (ii) Directly allocate projects to Social Facilitators where rates are fixed, and no bidding is required / necessary.

## **2. TERMS OF REFERENCE (ToR) AND SPECIAL CONDITIONS OF THE CONTRACT**

The appointment of Social Facilitators is to provide Professional Social facilitation Services in the Eastern Cape Province of the Republic of South Africa funded by clients of the Independent Development Trust who are mostly but not limited to Organs of State.

## **3. BACKGROUND TO THE PROJECT**

The Independent Development Trust (IDT) is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

In pursuit of this mandate, the IDT primarily operates as a strategic partner in the management, integration and implementation of certain government's infrastructure and social development programmes, however, not limited to government only.

The IDT has representation in all the provinces and is organized on the basis of regional/provincial offices. These offices have the authority to call for bids, conduct evaluation of bids and make recommendations to the Management Bid Adjudication Committee (MBAC) for award of bids. Additional information about the IDT can also be obtained from the website [www.idt.org.za](http://www.idt.org.za)

#### **4. PROJECT AIM AND SCOPE**

Professional Social Facilitators will be appointed on a contract basis subject to the duration of the project delivery schedule starting from time of appointment till the end of the contract.

**Social Facilitators to participate in the Social infrastructure should reflect on the methodology in realizing the following:**

- Stakeholder Mobilisation, Management and Coordination.
- Recruitment and involvement of local labour and Small Medium and Micro Enterprises (SMME). Please note SMME's on social infrastructure projects will only apply on projects from R30m and above.
- Creating enabling environment for training, job creation and enterprise development.
- Strategic partnerships and networking and development integration.
- Communication Strategy.
- Conflict Resolution and Management.
- Capacity building for local structures and communities.
- Effective reporting.
- Exit strategy.

## **5. EXPECTED DELIVERABLES AND OUTCOMES**

### **5.1 Deliverables**

The following are expected deliverables:

- Stakeholder involvement
- Local labour and Local SMME participation
- Mini-community profile
- Established and trained Project Steering Committee (PSC) and Community Liaison Officer (CLO) and their effective operations
- Risk management plan and report
- Capacity development programme
- Structured communication and coordinated local development
- Credible monthly labour records
- Local labour and SMME database
- Monthly Reporting and close out report

### **5.2 Outcomes**

- Community readiness to receive and own development initiative e.g. schools.
- Community institutional capacity.
- Enhanced community participation.
- Effective communication amongst stakeholders.
- Improved community's control over development.
- Increased community action and reduced dependency.

## 6. REQUIREMENTS

In order to be eligible to be part of a panel, Social Facilitators should submit bid documents that meet the **following requirements**:

### **Qualifications:**

Originally certified copies of relevant bachelor's degree or B-Tech in Social Sciences, Development Studies, Human Sciences of at least one company director.

- Copies should be certified within 3 months prior the closing date of this bid.
- Minimum experience of four (4) years in **social facilitation**, however, for mega or complex project, more experience might be required during request for quotations.

### **Mandatory requirements:**

- Proof of Company registration with the Companies Intellectual Property Commission (CIPC).
- Central Supplier Database (CSD).
- Fully completed and signed Standard Bidding Documents as contained in the bid document (SBD 1 and SBD 4)
- Originally certified copy of a BBB-EE certificate or sworn affidavit in the prescribed template by DTI. Copies should be certified within 3 months prior the closing date of this bid.
- Company profile, reflecting relevant experience and details of employed social facilitators and their qualifications and experience thereof.
- Originally certified copies of identity documents for company's director(s). Copies should be certified within 3 months prior the closing date of this bid.
- Updated Curriculum Vitae (CV) of at least one company director.
- All certified copies to be originally certified and not a copy of a certified copy

**Note: Failure to comply with any of the above-mentioned requirements shall render the bid non-responsive and shall result in automatic disqualification of the bid response.**

In addition, the following conditions will apply:

- The entity must be in existence and operational for a minimum of five (5) years.

## 7. EVALUATION CRITERIA

The evaluation criteria will be in two stages.

- **Stage 1:** Administrative compliance (above mentioned requirements).
- **Stage 2:** Functionality

FUNCTIONALITY EVALUATION	POINTS
<b>Total functionality points attainable</b>	<b>100</b>
Track record on completed projects	30
References	15
Approach and methodology reflecting understanding in item 4 above	20
Competencies (updated curriculum vitae)	15
Qualifications	20

**Please note:** Bidders are to obtain a minimum of **60 points** of the total functionality points to qualify to be in the panel.

## 8. BREAKDOWN OF FUNCTIONALITY POINTS

### 8.1 Relevant Project Specific Track Record

The bidder must attach a list of completed projects within the past 5 years, that is between 2017 and to date. Attached projects must have a clearly described scope of work to ascertain whether it is a social infrastructure or social development project. Client letter of appointment must be attached as a proof of exposure to nature of work. The table below illustrates how points to a maximum of the 30 are allocated. An IDT reference template is attached and please stick to this template in this regard and **do not write see attached.**

Criteria	Points
Maximum of 4 infrastructure projects within a period of 5 years	30
3 infrastructure projects within a period of 5 years	20
2 infrastructure projects within a period of 5 years	10
1 infrastructure project within a period of 5 years	5
No submission	0

## 8.2 References

All projects listed for infrastructure project track record must be substantiated by references from the Client to ascertain the performance of the bidder and confirmation that the project is complete. An IDT reference template is attached and please stick to this template in this regard and **do not write see attached**.

Criteria	Points
Good references for all 4 projects listed	15
Good references for 3 projects listed	12
Good references for 2 projects listed	8
Good references for 1 project listed	4
No submission	0

## 8.3 Approach & Methodology

The bidder must attach a proposal clearly articulating understanding of all items listed in clause 4 above (project aim and scope - methodology).

Criteria	Points
<b>Very Good</b> – Approach & Methodology that address all items listed in clause 4 above (project aim and scope - methodology).	20
<b>Good</b> – Approach & Methodology that address majority but not all items	15

listed in clause 4 above (project aim and scope - methodology).	
<b>Fair</b> – Approach & Methodology that address minority of the items listed in clause 4 above (project aim and scope - methodology).	10
<b>Poor</b> – Approach & Methodology that does not address items listed in clause 4 above (project aim and scope - methodology).	5
No submission	0

#### 8.4 Competencies

Bidders must submit competencies by means of an updated curriculum vitae (CV)

Criteria	Points
An updated CV of at least one company director with 6 or above years of experience.	15
An updated CV of at least one company director with 4 or above years of experience.	10
Non updated CV	5
No submission	0

#### 8.5 Qualifications

Originally certified copies of relevant qualifications as reflected under clause 6 above; certified within 3 months prior the closing date of this bid. The table below illustrates how points to a maximum of the 20 are allocated.

Criteria	Points
Relevant Bachelor's Degree or B-Tech in Social Sciences, Development Studies, Human Sciences of at least one company director.	20
Relevant Diploma in Social Sciences, Development Studies, Human Sciences of at least one company director.	10
No submission	0

### 9. CONDITIONS RELATED TO REQUEST FOR BID DOCUMENT

The following conditions apply:



- Your bid document must be submitted no later than the “Closing Date” stated on the above cover page and as stated below. Any bid document received after that date will be rejected
- Your bid document must show the bidder’s complete legal name and business and mailing addresses.
- Bidders shall, under no circumstances, cooperate or exchange any information whatsoever in the preparation and submittal of their respective bid document.
- Bidders shall have no right to any information provided by another bidder and must not solicit any such information from any source or disclose any aspect of their bid document to any other bidders.
- This RFP creates no obligation whatsoever on the part of IDT;
- IDT may amend, recall, or revise the RFP at any time;
- All bid documents submitted in response to this request for this bid shall become the property of IDT;
- IDT is also free to accept or reject, in whole or in part, any and all bids in the exercise of our sole judgment and discretion;
- All costs or expenses incurred in the preparation of this bid shall be borne by the bidder;
- The bid with all required attachments shall be delivered and deposited in a tender box as per the address below:

***Independent Development Trust, Palm Square Business Park, Silverwood House, Bonza Bay Road, Beacon Bay, East London***

- The tender shall be valid for 120 days.
- No emailed or faxed bids will be accepted, and late submission of bids will not be accepted.
- IDT selection of qualifying bidders shall be at IDT’s sole discretion and shall be final;
- IDT does not bind itself to accept any particular bid and no correspondence related to non-acceptance of bid will be entered into;
- There will be no public opening of the bids.

## **10. DISCLAIMER**

- (i) IDT reserves the right to cancel or withdraw this bid without prior notice and without furnishing any reasons whatsoever.
- (ii) Should the bid be cancelled by the IDT, for any reasons, the IDT shall not be liable to remunerate the service provider for any potential loss of business and any cost/s incurred in relation to bid.

## PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	<b>DoEEC/09/2022/2023</b>	CLOSING DATE:	<b>30 August 2022</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	The Independent Development Trust (IDT) in the Eastern Cape Province hereby invites professional service providers from suitably qualified to establish a pre-approved panel of Professional Service Providers (PSPs) for infrastructure projects in the Eastern Cape to be utilized for a period of 3 years.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Independent Development Trust, Palm Square Business Park, Silverwood House					
Bonza Bay Road, Beacon Bay,					
East London, 5241					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nomnikelo Dyasi		CONTACT PERSON	Laura Rhind-Ndhlovu	
TELEPHONE NUMBER	(043) 711 6000		TELEPHONE NUMBER	(043) 711 6000	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	NomnikeloD@idt.org.za		E-MAIL ADDRESS	<a href="mailto:LauraN@idt.org.za">LauraN@idt.org.za</a>	
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	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER	MAAA

STATUS			DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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**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**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

NAME OF BIDDER:  
.....

SIGNATURE OF BIDDER:  
.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:  
.....

DATE:  
.....

(Proof of authority must be submitted e.g. company resolution)

## 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 interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

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**<sup>1</sup> 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.**


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, \_\_\_\_\_ the \_\_\_\_\_ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify will 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications,

\_\_\_\_\_

prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

**<sup>3</sup> 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.**