



INDEPENDENT DEVELOPMENT TRUST

**REQUEST FOR QUOTATION (RFQ) FOR SKILLS TRAINING OF 20
LEARNERS ON TRAINING FOR OCCUPATIONAL SKILLS PROGRAMME:
EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS NQF LEVEL 03 SP-291202
FROM AROUND THE BITOU MUNICIPALITY.**

RFQ NO: EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS/RFQ01-2025

PREPARED FOR:

**IDT Western Cape Regional Office
14th Floor Customs House
Heerengracht Street
Foreshore
Cape Town
8001**

CLOSING DATE: 25 JULY 2025 AND TIME: @12H00

RFQ NO: EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS/RFQ01-2025

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST					
BID NUMBER:	EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS/RFQ01-2025	CLOSING DATE:	25 JULY 2025	CLOSING TIME:	12H00
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) FOR SKILLS TRAINING OF 20 LEARNERS ON TRAINING FOR OCCUPATIONAL SKILLS PROGRAMME: EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS NQF LEVEL 03 SP-291202 FROM AROUND THE BITOU MUNICIPALITY.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
IDT Western Cape Regional Office					
14th Floor Customs House					
Heerengracht Street					
Foreshore					
Cape Town					
8001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Alan Wright		CONTACT PERSON	Lily Hlophe	
E-MAIL ADDRESS	WCRFQ@idt.org.za		E-MAIL ADDRESS	WCRFQ@idt.org.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	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes <input type="checkbox"/> No			<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]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES	<input type="checkbox"/> 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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER.....

CAPACITY UNDER WHICH THIS BID IS

SIGNED.....

(Proof of authority must be submitted)

DATE:

1. TERMS OF REFERENCE

ITEM	DESCRIPTION
1.1 Tender Issue Date	07 JULY 2025
1.2 Compulsory Briefing	No Briefing Session will be held for this bid.
1.3 Bid Reference No.	EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS/RFQ01-2025
1.4 Enquiries	Any queries shall be directed in writing to the IDT through the email. Email: WCRFQ@idt.org.za
1.5 Mandatory Requirements	<p>1.5.1 Authority to Sign the Bid Document and all Annexures (see bid document.)</p> <p>1.5.2 Valid COIDA Certificate.</p> <p>1.5.3 Valid Accreditation Certificate with the relevant SETA/ QCTO/ Tertiary institution and any other relevant accrediting institutions.</p> <p>1.5.4 Valid Accreditation certificate of the Assessor with the relevant SETA.</p> <p>1.5.5 Valid Accreditation certificate of the Moderator with the relevant SETA.</p> <p>1.5.6 Full Report form the Central Supplier Database.</p> <p>1.5.7 Valid Tax Compliance Letter with a unique pin.</p> <p>1.5.8. Fully completed and signed Form of Offer.</p> <p>1.5.9. Fully completed and signed Pricing Schedule.</p> <p>1.5.10. Fee Proposal (Quotation on service providers letterhead).</p> <p>1.5.11. Submission of a certified copy of the directors ID. The certification must not older than 3 months.</p> <p>1.5.12. Submission of certified CIPC document. The certification must not older than 3 months.</p> <p>FAILURE TO SUBMIT ANY OF THE ABOVE WILL LEAD TO DISQUALIFICATION</p>
1.6 Administrative Mandatory Requirement	<p>1.6.1 Submission of fully completed and signed Invitation to Bid (SBD 1)</p> <p>1.6.2 Submission of fully completed and signed Bidder's Disclosure (SBD 4)</p> <p>1.6.3 Submission of fully completed and signed Bidder's Price (SBD 6.1)</p>
1.7. Returnable documents	<p>The following returnable document shall be submitted together with the bid. The validity of this documentation will be verified at the time of award.</p> <p>1.7.1. Proof of residence (proof of ownership or lease contract or municipal services bill) Municipal bill not more than three (3) months old.</p>
1.8. Evaluation Criteria	<p>This bid will be evaluated in three stages</p> <p>1.8.1. Mandatory and administrative Requirements</p> <p>1.8.2. Functionality Criteria</p> <p>1.8.3. 80/20 Preferential Point System</p> <p>Only Bidders who have passed functionality will be evaluated further. A minimum threshold for functionality is 80 points.</p>

1.9. Submission of Bid documents	1.9.1. Bids must be delivered on or before the closing date and the time as per the advert.
	1.9.2. Bids submitted after the closing time will not be considered.
	1.9.3. Bid documents shall be hand-delivered in 1 combined pack (i.e. Bid document and its accompanying Annexures) to the Implementing Agent (IDT), and shall be marked as follows: EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS/RFQ01-2025 REQUEST FOR QUOTATION (RFQ) FOR SKILLS TRAINING OF 20 LEARNERS ON TRAINING FOR OCCUPATIONAL SKILLS PROGRAMME: EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS NQF LEVEL 03 SP-291202 FROM AROUND THE BITOU MUNICIPALITY.
	THE BID BOX WILL BE LOCATED AT THE IDT REGIONAL OFFICE AS PER THE ADDRESS INDICATED ON THE BID DOCUMENT.
	NB: Emailed or Faxed bid documents will be disqualified.
1.10. Notes to bidders	1.10.1. The bid shall be valid for 90 calendar days.
	1.10.2. Bidders' queries will be attended to only up to 5 calendar days before the closing date.
	1.10.3. Should bidders not receive any correspondence after 90 days of tender validity period then bidders should consider their application unsuccessful.
	1.10.4. Bids must be submitted on the official forms, which are provided as part of the bid document.
1.11. Company Resources	1.11.1. The bidder is to provide details of a minimum of three (Facilitator, Assessor and Moderator) human resources to be used in the project and attach proof of their relevant qualifications (qualification and details of personnel).
	1.11.2. The bidder will not be permitted to use one trainer for different regions. The bidder to provide qualifications of the trainer per region.
	1.11.3. Such human resource shall always be available for the project during the contract period. Should assigned human resource be changed for some other reason, he/she should be replaced by a person/s of equivalent or higher qualification.
1.12. Cancellation Costs	1.12.1. Should the programme be cancelled by the client Department, due to any other reasons, the IDT and the Client Department shall not be liable to remunerate the service provider for any potential loss of business and/or profit.
1.13. Base office	1.13.1. The base office must be in Western Cape province.
	1.13.2. A bidder is expected to provide a training venue/facility at the place where learners come from.
1.14. IDT's Reservation of Rights	1.14.1. IDT reserves the right to conduct a risk assessment if the recommended bidder is the responsive bidder and has already been awarded a contract.
	1.14.2. IDT reserves the right to negotiate with the recommended bidder for the price.
	1.14.3. IDT reserves the right to cancel or withdraw this request for bid without prior notice and without furnishing any reasons whatsoever.
	1.14.4. IDT reserves the right to subject Bidders and their facilities to assessment as part of the evaluation process or as a condition to be appointed.

	1.14.5. The IDT reserves the right to amend, modify, withdraw this Bid, or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
1.15. Bid Document and Contract	1.15.1. Bidders are advised to ensure that they familiarize themselves with all the contents of the Bid documents, as those will form the basis of the contract to be entered into. Any contents of this document that the bidder requires clarity on shall be brought forward before the Bid submission date stipulated in this Bid document.
	1.15.2. Note: The Bid Document must be completed by hand (handwritten) using permanent black ink.
	1.15.3. The Bid document must be bound and be in a sealed envelope.
	1.15.4. All Bid documents submitted to the IDT will become the property of the IDT and will as such not be returned to the bidders. Proprietary information should be identified as such in each proposal.
	1.15.5. If the IDT amends this bid document, the IDT will issue an erratum.
	1.15.6 This document must be used solely for the purpose it is intended to achieve.
	1.15.7 The Company will be expected to enter into a contract with the IDT.
	1.15.8 Bidders who are blacklisted with the National Treasury will be eliminated, therefore, not considered any further evaluation.
1.16. Duration Of Contract	1.16.1. The project is estimated to take 6 months to complete for the Occupational Skills Programme.
1.17. Recruitment of learners	1.17.1 Interviews for recruitment must be conducted face-to-face by the Company.
1.18. Training facilities	1.18.1 The potential bidder will be conditionally accepted and be expected to provide proof of training facilities within five working days of appointment. Failure to provide the required documents will result in disqualifications
1.19. Awarding of contracts	1.19.1 No one company should be awarded more than three projects in all regions unless IDT deems it fit or based on need.

T.1 EVALUATION CRITERIA

The RFQ will be evaluated on three phases:

- **Mandatory Requirements**
- **Functionality**
- **80/20 Preferential Point System**

T1.1 MANDATORY REQUIREMENTS/DOCUMENTATION (align to above)

1. Authority to Sign this Bid
2. Copy of a Letter of Good Standing with Compensation for Occupational and Injuries Diseases Act (COIDA) Registration Certificate

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3. Valid Accreditation Certificate of the company with the relevant SETA/QCTO/ Any accrediting institution in the name of the bidder.
4. Valid Accreditation certificate of the Assessor with the relevant SETA.
5. Valid Accreditation certificate of the Moderator with the relevant SETA.
6. Full Central Supplier Database (CSD) report
7. Valid Tax Compliance Letter with a unique pin
8. Fully completed and signed Form of Offer
9. Fully completed and signed Pricing Schedule
10. Fee Proposal (Quotation on service providers letterhead)
11. Submission of a certified copy of the directors ID.
12. Submission of certified CIPC document.
13. Fully completed and signed SBD Forms.
 - a. SBD1: Invitation to bid
 - b. SBD4: Declaration of interest
 - c. SBD6.1: (Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022)

Note:

- I. Failure to submit the above-required documents shall result in disqualification of the bidder.
- II. If any of the Directors are in the Employment of the State this shall result in disqualification of the bidder.
- III. If any of its Directors is listed on the Register of Defaulters, this shall result in disqualification of the bidder.
- IV. In the case of a Bidder, who during the last ten (10) years has been terminated on Previous Contracts with the IDT this shall result in disqualification of the bidder.

The IDT will assess all bids received based on its procurement policy.

Note: Failure to comply with the above requirements will result in automatic disqualification of your bid.

T1.2 FUNCTIONALITY EVALUATION

Functionality Criteria

Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold will be eligible for evaluation on price.

FUNCTIONALITY AREAS	WEIGHT
Company profile	15
Relevant qualifications of the dedicated trainer/team members	15
Proof of relevant experience of the company in Skills, Learnerships and Apprenticeships Training in community development training programmes within the last 3 years	20
Track record of the company (previous work of not more than 3 years)	15
Financial Management Capacity	15
Proof of training capacity in and around the Bitou Municipality	20

Only bidders who obtain **80 points** or higher on the functionality threshold will be eligible to proceed to the next level to be evaluated on price.

Functionality Evaluation Scorecard

The IDT will assess all bids received based on its procurement policy if information is required from the bidder/s, the IDT reserves the right to request the information which shall be submitted within seven (7) working days.

The table below presents the scorecard for the functionality evaluation of the bid.

VARIABLES	TOTAL POINTS	CRITERIA	POINTS
FUNCTIONALITY POINTS	100		100
Company Profile	15	Scores will be allocated for a bidder's company profile which also includes the company's method of training, mentorship, and coaching.	
		A company profile that outlines the company's method of training, mentorship, and coaching.	15
		A company profile that outlines any of the two components (training, mentorship & coaching methods).	10
		Company profile submitted.	5
		Company profile not submitted.	0
Relevant Qualifications of the dedicated trainer/team members (General Residential Repairs, SP-291202)	15	The score is allocated for possession of the relevant qualifications by the service provider over and above the accreditation certificate of the service provider.	
		Relevant post-graduate training qualification of the trainer plus accreditation certificate in the relevant field/trade.	15
		Degree in Training-related qualification plus accreditation certificate in the relevant field/trade.	10
		Diploma in Training-related qualification plus accreditation certificate in the relevant field/trade.	5
		No qualifications or accreditation certificate in the relevant field/trade submitted.	0
Relevant experience of the company (General Residential Repairs, SP-291202)	20	Bidders' relevant training experience is proven by the client's appointment letters of the training projects implemented in the past three (3) years. The appointment letters must be fully signed by respective institutions and the letter must indicate the value of the project.	
		Three (3) appointment letters	20
		Two (2) appointment letters	10
		One (1) appointment letters	5
		No appointment letters	0
Relevant experience and track record of the company (General Residential Repairs, SP-291202)	15	Bidders' relevant training experience is proven by the client's completion certificate/reference letters for the completed training projects in the past three (3) years in line with the allocated projects above.	
		Three (3) reference or completion letters	15
		Two (2) reference or completion letters	10
		One (1) reference or completion letters	5
		No reference or completion letters	0
Financial Management Capacity	15	Provide proof of the company's financial management capacity to satisfactorily manage programme finances.	
		Three (3) year Audited Financial Statements plus 6 months Bank Statement.	15
		Three (3) year financial statement plus 6 months Bank Statement.	10
		Six (6) months Bank Statement.	5
		No financials submitted	0

Proof of training capacity in and around the Bitou Municipality	20	Bidders' training capacity within the Garden Route District Municipality is proven by the bidders' ability to provide evidence of training facilities or access to training facilities in the identified project location.	
		Bidder owns a training facility within Bitou. Proof of ownership to be submitted.	20
		Bidder has access to a training facility within Bitou. Agreement providing access to the training facility to be submitted.	10
		No evidence of ownership or access to a training facility in Bitou submitted.	0

Bidders are required to score a minimum of 80 points in Functionality to progress to Price and Specific Goals

T1.3 PRICE AND SPECIFIC GOALS

A 80/20 Preference Point System in line with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) will be applicable.

The award of the Request may be subjected to price negotiation with the preferred Requesters.

T2. PROJECT DESCRIPTION

The purpose of this RFQ is to engage service providers that can effectively deliver training for the QCTO Occupational Skills General Residential Repairs for a duration of 39 days to the identified target group. The programme targets have been recruited in collaboration with NPOs (successful bidders will be provided with the details of the NPO upon appointment), and contracts have been established with these NPOs. The successful bidder, in partnership with the NPOs, will be responsible for screening potential learners to ensure they meet the criteria for participation in the training programme. This collaborative effort aims to enhance the skills and employability of the selected participants, contributing to the broader goals of workforce development and empowerment. The table below outlines the specific training programme the bidder must quote from.

TRAINING PROGRAMMES / QUALIFICATIONS / TRADES TITLES	ENTRY REQUIREMENTS	QCTO QUALIFICATION ID	NQF LEVEL	CREDITS	DURATION	TARGETED NUMBER OF LEARNERS
QCTO General Residential Repairs	NQF Level 2	SP-291202	3	31	39 Days	20

QUOTATIONS SHOULD BE BASED ON THIS TABLE ONLY.

The Training Service provider will be responsible for training of 20 learners that are to be recruited from the local communities within a radius of 10KM from where IDT implements a project in the Bitou Municipality.

The IDT Skills and Training programme aims to empower the selected members of the communities where IDT implements projects targeting mainly women, youth and people with disabilities to obtain accredited qualifications to prepare them for formal employment or to start their businesses.

The targeted skills programme that the Training Service Provider must submit the RFQ for is the **Occupational Skills Programme: General Residential Repairs.**

T2.1 SKILLS RATIONALE

The purpose of this skills programme is to prepare learners to operate as General Residential Repair workers. To prepare learners to operate as qualified General Residential Repair workers by equipping them with the necessary skills and knowledge. To align with the registered General Residential Repair qualification and designations within the building sector. Ability to perform various General Residential Repair techniques, proficiency in repairing dwellings and understanding of building safety protocols and standards. As a General Residential Repair worker, you will possess the skills required to work in some of the most highly regulated sectors. This often requires specialized training and certification to demonstrate your ability to work with different materials. Safety is a top priority in these sectors, learners also need to be well-versed in safety protocols and best practices.

Career Pathways

Upon successful completion of the programme, learners will be equipped to work as General Residential Repair workers in various sectors, including manufacturing, construction, and maintenance. The skills acquired will enable them to handle complex General Residential Repairs tasks and contribute effectively to repair and maintenance projects.

T2.2 THE OBJECTIVES OF THE IDT TRAINING AND SKILLS DEVELOPMENT

The objectives of the EPWP/IDT development programme are:

1. To empower communities to exit the training initiatives with the delivery of the IDT programmes (Social Infrastructure and Social Development).
2. To train and build the capacity of unemployed people and work seekers to prepare them in making transitions into employment or self-employment.

3. To provide an opportunity for unemployed Youth, Women and Persons with Disabilities who do not have matric or meet the requirements to enrol in post-matric education but have skills suitable for Recognition of Prior Learning (RPL).
4. To ensure that training is provided in the work seekers home language.

T2.3 SCOPE OF WORK SHALL INCLUDE:

1. Screening of learners to get to **twenty (20) qualifying learners** for **Occupational Skills Programme: General Residential Repairs** over a period of 39 days from the targeted communities.
 - a. Entry requirements
 - b. One learner must be a person with disability
2. Facilitate the implementation of the training for the 20 learners by the accredited trainers and manage all the training-related administrative activities
3. Keep records of the attendance of learners and facilitate the payment of stipends, UIF and COIDA in line with the applicable regulations.
4. Work closely with the IDT Programme Management team manage the placement of learners in the IDT programmes for experiential learning.
5. Provide monthly reports on progress and financial expenditure in line with the templates to be provide.
6. Address all issues that may emerge on training and project.

T3 PRICING SCHEDULE

The quotation shall be prepared in the table below. The quotation shall be prepared in the manner as indicated below

ITEM	APPLICABLE TRAINING ACTIVITIES	FEE PER WORK STAGE (EXCL VAT)
A.	Recruitment of learners	R
B.	Personal Protective Equipment	R
C.	Learner Toolkits for Trades	R
D.	Tuition or Learning delivery overheads	R
E.	Facilitation	R
F.	Assessor	R
G.	Moderation	R
H.	Quality Assurance	R
I.	Learners Materials/Guides	R
J.	I. Assessment Materials/Guides	R
K.	II. Certification	R
L.	III. other learning delivery items	R
N.	Total Professional Fee (Excl. VAT)	R
	IV. (Sum Items A - L)	
SUBTOTAL		
VAT at 15%		
Project Management Retention Fee @ 10%		
GRAND TOTAL		

SIGNED ON BEHALF OF (COMPANY NAME):

NAME

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

SBD 4: BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER’S DECLARATION

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

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

Full Name	Identity Number	Name of State institution

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

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.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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

SBD 6.1: 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

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black Male	2	4
Total points for Price and SPECIFIC GOALS	100	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \mathbf{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \mathbf{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black Male	2	4		

Source Documents to be submitted with the Bid or RFQ

- *CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

5. BRIEFING SESSION

There will be no briefing session for the RFQ. However, queries relating to the RFQ can be directed via e-mail to: **Alan Wright / Lily Hlophe at: WCRFQ@idt.org.za** during office hours.

All bids for WC Office must be submitted at the IDT Office at the following physical address:

**IDT Western Cape Regional Office
14th Floor Customs House
Heerengracht Street
Foreshore
Cape Town
8001**

GENERAL BID INFORMATION

Type:	Open - RFQ
Bid Documents will be available from:	07 JULY 2025
RFQ Closing:	25 JULY 2025 @12:00PM
Validity Period:	90 days

Bidders' queries will be attended to only up to 5 Calendar days before the closing date.

Unsuccessful Bidders will not be notified.

If you do not receive any response from IDT regarding this bid after 90 days from the tender validity period, please consider your bid unsuccessful.

6. LIST OF RETURNABLE DOCUMENTS

List of returnable documents are for ensuring that everything the employer requires a tenderer to submit with his tender is included in, or returned with, his tender submission.

Note: All returnable documentation should be submitted in the sequence as requested below

Tick below if returnable document is attached or completed properly.

ITEM	LIST OF COMPULSORY RETURNABLE DOCUMENTS	TICK IF ATTACHED
6.1	Letter of Authority to Sign an RFQ Document (in case of more than one director in the company)	
6.2	Valid COIDA	
6.3	Valid Accreditation Certificate of the Company	
6.4	Valid Accreditation certificate of the Assessor	
6.5	Valid Accreditation certificate of the Moderator	
6.6	Full Report of Central Supplier Database	
6.7	Tax Compliance Letter with a unique PIN	
6.8	Form of Offer.	
6.9	Pricing Schedule.	
6.10	Fee Proposal.	
6.11	Certified Directors ID.	
6.12	Certified CIPC document.	
6.13	Invitation to Bid (SBD1)	
6.14	Bidder's Disclosure (SBD4)	
6.15	Preference Points Claim Form in terms of the Preferential Procurement (SBD 6.1)	
6.16	Valid Proof of Address of the Training Facility	
6.17	Practical Implementation Plan	

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1.....
2.....

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the
sole owner of the business trading as.....
.....

SIGNATURE.....

DATE.....

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20.....

at..... Mr/Mrs/Ms.....,
whose

signature appears below, has been authorised to sign all documents in connection with this bid on behalf of

(Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION :

.....

.....
(PRINT NAME)

IN HIS/HER CAPACITY AS

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.....

2.....

E CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20.....

at..... Mr/Mrs/Ms.....,

whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....

IN HIS/HER CAPACITY AS:

.....

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1.....

2.....

F. JOINT VENTURE

If a bidder is a joint venture, they must also have a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

Authority to sign should be the accredited company, as the one that will be issuing the learner certificates for the training programme.

By resolution/agreement passed/reached by the joint venture partners

on.....20.....

Mr/Mrs/Ms.....Mr/Mrs/Ms.....

Mr/Mrs/Ms.....and

Mr/Mrs/Ms.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of the Joint Venture)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

(PRINT NAME)

SIGNATURE: DATE:

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium

on.....20.....

Mr/Mrs/Ms.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium)

.....

IN HIS/HER CAPACITY AS:

.....

SIGNATURE: **DATE:**

7. LIST OF RETURNABLE DOCUMENTS

7.1. LETTER OF AUTHORITY TO SIGN

7.2. VALID LETTER OF GOOD STANDING WITH COMPENSATION FOR OCCUPATIONAL AND INJURIES DISEASES ACT (COIDA) REGISTRATION CERTIFICATE

(Attached hereto is my / our certified copy of LETTER of good standing with the Compensation for Occupational Injuries and Diseases, e.g. letter of good standing. My / our failure to submit the certificate with your RFQ offer will lead to the conclusion that your entity/ company is not registered with COIDA, and therefore, the RFQ will be disqualified.)

7.3. VALID ACCREDITATION CERTIFICATE OF THE COMPANY

7.4. VALID ACCREDITATION CERTIFICATE OF THE ASSESSOR

7.5. VALID ACCREDITATION CERTIFICATE OF THE MODERATOR

7.6. CENTRAL SUPPLIER DATABASE (CSD) REPORT

(Attached hereto is my / our Central Supplier Database report.)

IMPORTANT NOTES:

A full report of the CSD report is required showing all the company details such as, address, Tax Compliance, banking details etc.

7.7. TAX COMPLIANCE LETTER WITH A UNIQUE PIN

(Attached hereto is my / our Tax compliance letter with a unique pin.)

IMPORTANT NOTES:

A full report of the Tax Compliance Certificate showing all the company details such as, address, Tax Compliance, banking details etc.

7.8. Form of Offer

7.9. Pricing Schedule

7.10. Fee Proposal

7.11. Directors ID

7.12. CIPC Document

7.13. Invitation to Bid (SBD1)

7.14. Bidder's Disclosure (SBD4)

7.15. Preference Points Claim Form in terms of the Preferential Procurement (SBD 6.1)

7.16. VALID PROOF OF ADDRESS OF THE TRAINING FACILITY IN THE NAME OF THE TRAINING SERVICE PROVIDER

7.18. PRACTICAL IMPLEMENTATION PLAN

(Attached hereto is the quotation prepared in the service provider's letterhead)

8. FORM OF OFFER

RFQ NO: EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS/RFQ01-2025

REQUEST FOR QUOTATION (RFQ) FOR SKILLS TRAINING OF 20 LEARNERS ON TRAINING FOR OCCUPATIONAL SKILLS PROGRAMME: EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS NQF LEVEL 03 SP-291202 FROM AROUND THE BITOU MUNICIPALITY.

The bidder, identified in the Offer signature block, has examined the documents listed in the Bid Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this Form of Offer the bidder offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE TOTAL OFFER IS INCLUSIVE OF VAT

R.....
(Professional fees + Disbursement fees) + (Discount if Applicable)

.....
..... (In words)

This Offer, with or without additional conditions, may be accepted by the Employer, through the employer's offer of appointment letter, which offer shall only become the appointment upon your acceptance thereof and your compliances with the conditions therein.

Signature(s)

Name(s)

Capacity

For the bidder:

(Insert name and address of organization)

Name & signature of witness Date

RFQ NO: EPWP-IDTSKILLS-GEN-RESIDENTIAL-REPAIRS/RFQ01-2025

9. SCHEDULE OF DEVIATIONS

By the duly authorized representatives signing this offer, the bidder agrees to and accepts the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the bid data and addenda thereto as listed in the bid schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the bidders and the employer during the bidding process.

1. Subject
- Details
-
-
-
2. Subject
- Details
-
-
-
3. Subject
- Details
-
-
-
4. Subject
- Details
-
-
-
5. Subject
- Details
-
-
-

FORM OF OFFER AND ACCEPTANCE

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract:

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature: _____ Date: _____

Name: _____ Identity number: _____

Capacity: _____ for the Employer

Name: _____

Signature of witness: _____ Date: _____