



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

1. SPECIFICATION

Ref No: RFQ2023/08/019

Qualified and interested service providers are hereby invited to submit quotations for Braille Training on Maths and Technical notation for educators at three special schools for learners with visual impairment. This training will be face-to-face in small learning groups and is aimed at mathematics, science and computer educators, teacher aides and braillists as part of continuous professional development.

The Directorate of Inclusive Education has identified a need for face-to-face training on Braille for Mathematics educators, teacher aides and Braillists based at the three Special Schools for learners with visual impairment in the province. The Eastern Cape Department of Education therefore seeks to contract a Service Provider who will conduct this training in a workshop format, over 5-days in Mthatha from 06 – 10 November 2023.

The service provider must be able to conduct a comprehensive 5-day face-to-face training workshop for 30 participants over 5 days focusing on several the methodology and mathematics/technical notation used in Mathematics, Maths Literacy, Science and Computers in the CAPS curriculum.

2. Planned Outcomes /Objectives of the Training.

Training should be aligned to the specifications below:

1. Increased knowledge and comprehensive understanding of the format of United English Braille and specific terminology for Mathematics, Science and Computers (Grades 7 to 12) in the education of visually impaired learners.
2. Specific instruction and practical opportunity to learn and apply Technical and Maths Braille in various formats, on a variety of devices including traditional Braille machines, hybrid devices and refreshable Braille Devices, including both the reading



(decoding) and writing (production) components, with reasonable speed and accuracy.

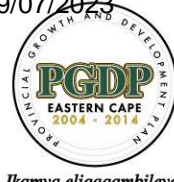
3. Specific instruction in terminology and Braille production of Mathematical concepts for Senior Phase and FET Phase according to CAPS curriculum. Mathematics concepts and skills as required include methods of calculation, number concept of integers, algebraic modelling, data handling, probability, spatial concepts and skills and measurement. Range and mix of problem types must be relevant to all Grades or have examples for Grades 7 to Grade 12.
4. Understanding and application of the relevant South African legislative and policy frameworks, including the rights of every learner to quality education and provision of appropriate levels of support (SIAS Policy, 2014) (specialist services, LTSM and assistive devices, curriculum adaptation and classroom accommodations and environmental adaptation, within the Inclusive Education framework).

2 Terms of Reference

1. The service provider must be able to conduct a 5-day face-to-face workshop for 30 participants at one venue in Mthatha.
2. Training must be provided in a face-to-face format to 30 Maths and CAT educators (educators across Senior and FET Phases) in a 5-day period, consisting of no less than 30 training hours, consisting of both theoretical sessions, practical application in the classroom with learners and groupwork with opportunity to demonstrate/present learning by the end of the training. The prime focus will be on the teaching of UEB Technical notation for Mathematical, Science and Computer, as an essential adapted format of teaching and learning for learners with visual impairment in these subjects.
3. Training pack (printed handouts/training materials in a bound booklet) must be available for each participant.
4. The service provider should be able to provide access to Perkins Braille machines electronic Braille devices to use in practical sessions, as well as Braille paper, and the means to emboss work.
5. Each participant will also receive a Classroom Resource pack and opportunity to learn to develop/make low-cost learning and teaching materials through demonstration (basic materials and stationery supplied by Service Provider).

6. The service provider should be accredited and have current registration with a training authority such as SAQA or ETDP Seta, or Braille Authority of South Africa for this training and must be able to provide evidence of such.
7. The service provider should be able to provide the Department with the training credentials of all presenters/trainers.
8. Service provider will compile a comprehensive report and improvement plan for each school. Report to be supplied to each Principal and Provincial Office by end of training for monitoring purposes, and for planning of further training.
9. The service provider must be able to provide accredited professional points for accreditation with the South African Council of Educators within 30 days of the training.
10. The service provider must be able to issue certificates of attendance to participants after the training.
11. The service provider must be able to include within their presentations the following:
 - ✓ Principles of best methodology in special needs education (visual impairment)
 - ✓ Use examples from the CAPS Curriculum.
 - ✓ Promotion of specialist therapeutic and educational support strategies, including a focus on ECD.

No	Venue	No of officials and days	Date
1.	Efata Special School for Blind (Mthatha) Or Khanyisa Special School (Port Elizabeth)	30 participants x 5 dys	06-10 November 2023

Directorate	Name & Extension	End User/ Functionary	Signature	Date
Inclusive Education	Nosi Sidiki 4083 082 582 2008	Approved /Not Approved C HUBBARD		19/07/2023  Ikamva eliqaqambileyo!

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

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

2. Submission of Quotations

- 2.1. **NB: Quotations Should Be Hand Delivered to the Tender Box at Steve Vukile Tshwete Complex. Zone 6. Zwelitsha the Main Building to a Silver Grey Tender Box next to the security Guard.**
- 2.2. **NB: No faxed nor emailed quotation will be accepted.**
- 2.3. **To be completed by the Supply Chain Management Unit**

Enquiries... ..

Telephone (040) 608 _____ Fax (040) 608 4736 for _____



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3. Declaration certificate for local production and content for designated sectors (this paragraph is applicable only to designated sectors i.e furniture products, steel, plastic pipes etc

- 3.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 3.2. Only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered,
- 3.3. Where necessary, two stage process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.,
- 3.4. A person awarded in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold,
- 3.5. The local content (LC) expressed as a percentage of the price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

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

3.7. A quotation shall be disqualified if –

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

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

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

4. Elimination Criteria

Stage 1

The purpose of this section is to determine which responses are compliant with the requirements issued herein.

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

5. Stage 2 elimination in terms of stipulated minimum threshold for local production and content for school furniture and office furniture

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

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



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6. Quotations Evaluation Criteria

- The **80:20 Preference Point System** in terms of the Revised Preferential Procurement Policy Framework Act (PPPFA) and Regulations and the PPR of 2022 will be judiciously applied.

Preferential Goals Historically Disadvantaged Individuals	Percentage Allocated	Allocation of Points 80/20
Women Participation	20	5
Persons with Disabilities	10	2
Promotion of Youth	20	5
Specific Goals		
Enterprises located in the Eastern Cape Province	40	6
Promotion of Military Veterans	10	2

Claiming of Preference Points

- Preference points allocated Historically Disadvantaged individuals may be claimed by Persons who had no franchise in national elections prior to 1983 and 1993.
- Preference points for Locality may be allocated Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.
- Preference points allocated for persons with disabilities may only be claimed there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding.
- Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.
- For promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.
- Preference points may be allocated to other RDP goals as follows:
 - Promotion of South African owned enterprises
 - Promotion of export-oriented production to create jobs
 - Creation of new jobs or intensification of labour absorption
 - Promotion of enterprises located in the rural areas
 - Promotion of enterprises located in specific municipal area for work to be done or service to be rendered in that municipal area.

NB: Please provide proof of HDI and Specific Goals as indicated in the Specification to claim points. This will however be verified by the Department, using the following POE amongst others (but not limited to)

NO	Preferential Goals Historically Disadvantaged Individuals	Possible Supporting Documents
1	Women Participation	CSD report and ID copy of owner/s and proof it is owned by women
2	Persons with Disabilities	Confirmation of disability by a registered practitioner
3	Promotion of Youth	CSD report and ID copy of owner/s
4	Enterprises located in the Eastern Cape Province	Proof of residence in the form of municipal bills, title deeds and signed lease agreements
5	Promotion of Military Veterans	Certificate of registration, CSD report and ID copy of owner/s
6	In case of JV and Consortiums	Company composition documents and JV agreement indicating % allocation of work per JV partner

Bidder's Disclosure

SBD4

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?

Full Name	Identity Number	Name of institution	State

¹ the power, by one person or a group of persons holding the majority 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.



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.

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 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.
- 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 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.



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.

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