

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFI0002-2022:	CLOSING DATE:	9/09/2022	CLOSING TIME:	11:00 AM
DESCRIPTION	REQUEST FOR INFORMATION ON A SERIES OF MANAGEMENT AND LEADERSHIP DEVELOPMENT SHORT COURSES FOR NATIONAL TREASURY				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE FOLLOWING ADDRESS:

HAND DELIVERED TO:
National Treasury Reception (Cnr Madiba and Thabo Sehume Streets)
240 Madiba (Vermeulen) Street, Pretoria
Attention to: SUPPLY CHAIN MANAGEMENT UNIT, 4th Floor
Attention: Thivhileli Matshinyatsimbi / Koena Mapotse /Taetso Thobejane

Bidder must submit one original hard copy document and soft copies in a USB format

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					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
		NAME:			
[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]					

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ANSWER PART B:3 BELOW]</p>
<p>SIGNATURE OF BIDDER</p>	<p>.....</p>	<p>DATE</p>	
<p>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</p>			
<p>TOTAL NUMBER OF ITEMS OFFERED</p>		<p>TOTAL BID PRICE (ALL INCLUSIVE)</p>	
<p>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</p>		<p>TECHNICAL INFORMATION MAY BE DIRECTED TO:</p>	
<p>DEPARTMENT/ PUBLIC ENTITY</p>	<p>National Treasury</p>		<p>CONTACT PERSON</p>
<p>CONTACT PERSON</p>	<p>NTAdministrativeTenders@Treasury.gov.za</p>		<p>TELEPHONE NUMBER</p>
<p>TELEPHONE NUMBER</p>			<p>FACSIMILE NUMBER</p>
<p>FACSIMILE NUMBER</p>			<p>E-MAIL ADDRESS</p>
<p>E-MAIL ADDRESS</p>	<p>NTAdministrativeTenders@Treasury.gov.za</p>		

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 ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <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 OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



REQUEST FOR INFORMATION

RFI002-2022:

**REQUEST FOR INFORMATION ON A SERIES OF MANAGEMENT AND LEADERSHIP
DEVELOPMENT SHORT COURSES FOR NATIONAL TREASURY**

CLOSING DATE: 9 SEPTEMBER 2022 AT 11:00 AM

VALIDITY PERIOD: 90 DAYS

1. Background and problem statement

- 1.1. The National Treasury values and invests in our staff and as such, is embarking on the provision of management and leadership development programmes. This is intended to accelerate the development of employees and ensure that there is a skilled pool of managers in the department.
- 1.2. The National Treasury seeks to strengthen its talent pipeline of approximately 300 managers and potential managers within the department. To achieve this, the National Treasury is introducing structured and targeted management and leadership development training through a series of short courses that can be attended by first line managers, middle managers, and senior managers.
- 1.3. It is on this basis that this Request for Information is advertised on the National Treasury website and on the government eTender portal (www.etenders.gov.za).

2. Legislative overview

- 2.1. This Request for Information is guided by the Public Service Regulations (2016) regulation 77(1)(a) which states that for the purpose of enhancing the performance of the work of the department, a head of department may grant financial or other assistance for any study, training, or research where an employee undertakes the study, training or research on the initiative of the department.
- 2.2. Therefore, in developing the competencies of its employees, the National Treasury, informed by the above prescript, is requesting information from service providers for the establishment of a series of incremental management and leadership development short courses.

3. Purpose of the request for information and specification meeting

- 3.1. The request for information will be based on the above background and focuses on the following:
 - 3.1.1. Demonstrate how the series of management and leadership development short courses build on each other and complement one another to form a holistic management training intervention that current and future managers can take as and when they progress through the various leadership stages within National Treasury.

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- 3.1.2. Propose relevant assessment tool / methodology / approach through which course participants will be assessed and given feedback on their management style in a facilitated session.
 - 3.1.3. Indicate how the training curriculum addresses aspects of women leadership and negotiation skills
 - 3.1.4. Indicate the training methodology to be adopted highlighting how course participants would benefit from such methodology.
 - 3.1.5. Indicate the training curriculum for each management level that would be suitable for the development of management and leadership competencies for that specific level.
- 3.2. Therefore, the service providers are required to respond to the following:
- 3.2.1. What curriculum does your institution have in place which would address the challenges highlighted in the background section as well as 3.2 above?
 - 3.2.2. What is the duration of each of the building blocks/ short courses of the curriculum?
 - 3.2.3. Provide price list per course on offer for internal planning by National Treasury. (Price list will not be used to determine the best proposal).
 - 3.2.4. How would you assist National Treasury to measure the effectiveness of the training interventions?

4. Conditions for Participation

- 4.1. The potential service provider should meet the following conditions:
 - 4.1.1. A comprehensive background and experience in “the delivery of management and leadership development short courses”
 - 4.1.2. Demonstrate the technical capability to conduct assessments and provide feedback to participants in a facilitated session.
 - 4.1.3. Demonstrate the capability to deliver management and leadership development short courses.
 - 4.1.4. Present the requested inputs in a concise PowerPoint slide on a date yet to be set and communicated.

5. Meeting Details

- 5.1. The service providers are required to RSVP their interest of attendance to NTAdministrativeTenders@Treasury.gov.za, to receive details of the meeting or any other relevant information. The meeting will either be physical or virtual and this will be confirmed.

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- 5.2. Service providers will be required to present the requested inputs in a concise PowerPoint slide on a date yet to be set and communicated.
- 5.3. Kindly confirm attendance to the meeting yet to be scheduled and direct enquiries to NTAdministrativeTenders@Treasury.gov.za

6. Submission Requirements

- 6.1. In responding to request stated under section 3.3. the service provider should submit the following documents:
 - 6.1.1. Comprehensive profile of the delivery partner(s), if any including project team members.
 - 6.1.2. Broad-Based Black Economic Empowerment (BBBEE) certificate or an affidavit
 - 6.1.3. Proof of company registration on Central Supplier Database (CSD)
 - 6.1.4. Tax clearance certificate
 - 6.1.5. Proof of companies and intellectual property commission (CIPC) registration

7. Disclaimer

- 7.1. Whilst the intent of National Treasury is to compare supplier responses and conduct market research on, “the delivery of management and leadership development short courses”, National Treasury makes no obligation or undertakings in any way to:
 - 7.1.1. Go out on a tender process; or
 - 7.1.2. Accept any Request for Information received from suppliers; or
 - 7.1.3. Include suppliers responding to this Request for Information in any future tender invitation; or
 - 7.1.4. Any other commitment to suppliers whatsoever, including any intention to form a contact with any supplier for “proposing, “a series of management and leadership development short courses for National Treasury employees””.
 - 7.1.5. National Treasury reserves the right to develop terms of reference based on the information provided by service providers in response to this Request for Information.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID NO: RFI0002-2022**

CLOSING TIME 11:00 ON 9 September 2022

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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Services must be quoted in accordance with the attached terms of reference and the attached Annexure A

Total cost of the assignment (R inclusive VAT) R.....

NB: Bidders are also advised to indicate a total cost breakdown for this assignment. (Annexure A)

The financial proposal for this assignment should cover for all assignment activities and outputs enumerated above.

2. Period required for commencement with project after acceptance of bid _____
3. Are the rates quoted firm for the full period? Yes/No
4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to –

Department: National Treasury

E-mail address: NTAdministrativeTenders@Treasury.gov.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature Date

.....
Position Name of bidder