



**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MEDIA INFORMATION
AND COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION AND TRAINING
AUTHORITY**

REQUEST FOR BIDS REF: MICT/SETA/ESA/06/2024

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ENVIRONMENTAL SUSTAINABILITY
ANALYSIS AND SUPPORT SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.**

BID CLOSING DATE: 27 February 2025 at 11:00 AM South African time.



Bid Reference Number	MICT/SETA/ESA/06/2024
Bid Description	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ENVIRONMENTAL SUSTAINABILITY ANALYSIS AND SUPPORT SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.
Supplier Briefing Session	N/A
Bid Closing date & time	27 February 2025 @ 11:00 am South African Time. <i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i>
Instruction for submission of Bid	Bid must be received in a sealed envelope (1 hard copy and 1 USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.
Location for Bid submissions	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
Bid Validity Period	Bids received shall remain valid for acceptance for a period of 120 days counted from the closing date of the bid.

CLARIFICATION AND COMMUNICATION

- a. All enquiries relating to this bid must be addressed in writing to bidqueries@mict.org.za five days **before the closing date and time**. Queries received after this period will not be entertained.
- b. The bid reference number must be mentioned in all correspondences.

Note: Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of **MICT- SETA** in respect of the RFB, between the closing and award date of the business.

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



Description	Number of pages
CONTENTS	
Returnable Documents checklist	1
SBD 1: Part A: invitation to bid	1
SBD 1: Part A: Terms and Conditions for bidding	1
MICT SETA – bid conditions	1
Bidding structure	1
Bid Conditions	1
Terms of Reference	1
Introduction	1
Scope of the Project/ Services	5
Evaluation Criteria	7
Mandatory Evaluation Criteria	1
Functional Evaluation Criteria	5
SBD 4: Declaration of interest	3
SBD 6.1: Preferential Procurement Claim Form	3



RETURNABLE DOCUMENTS CHECKLIST

Bid invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
SBD 1 - Fully completed with required proof (Where applicable)		
CIPC registration documents		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS / and or SARS issued verification pin		
SBD 4 - Declaration of interest		
SBD 6.1: Preferential Procurement Claim Form		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. (Where applicable)		
Financial Statements for 2023/2024 FY of the bidder		

Note: This BID must be completed and signed by the authorised company representative



SBD 1: PART A: INVITATION TO BID

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
COMPANY REGISTRATION NUMBER			
DATE OF REGISTRATION			
VAT REGISTRATION NUMBER			
TCS PIN:		OR	CSD No:
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:		
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 PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.			
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing	TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing



PART B: TERMS AND CONDITIONS FOR BIDDING

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).**
- 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.**
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES 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 / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



BIDDING STRUCTURE

Bidding structure

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub-Contracting Arrangement list the members of such Consortium or Joint Venture and Sub-Contractors below:

Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

Entity ownership

Ownership category	% of ownership
Black or historically disadvantaged individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
Total (100%)	



MICT SETA -BID CONDITIONS

1. BID CONDITIONS

NOTE: Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- b. No RFB shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFB at any stage
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ENVIRONMENTAL SUSTAINABILITY ANALYSIS AND SUPPORT SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.

3. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in; i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

The MICT SETA's Head Office is based in Gauteng, with four Regional Offices in the following provinces:

- i. Kwa-Zulu Natal;
- ii. Western Cape;
- iii. Eastern Cape; and
- iv. Free State.

4. PURPOSE

The MICT SETA is looking for a suitable and experienced service provider to conduct an Environmental Sustainability Analysis and support services for a period of twenty-four (24) months. Through these services, the MICT SETA aims to balance ecological, economic and social goals, such as contributing to the reduction of carbon emissions, while promoting renewable energy and ensuring equitable resource access within the organisation.

The purpose of this analysis is to create an awareness of the interlinkages of environmental, social, and governance aspects that are key to sustainable business practices within the MICT SETA.

5. SERVICE DESCRIPTION

The service provider will be appointed for a period of twenty-four (24) months and will be responsible for conducting an environmental sustainability analysis at the Head Office and four Regional Offices, providing recommendations, and support the MICT SETA to improve its Environmental, Social, and Governance (ESG) sustainability practices.

6. OBJECTIVES

The objective of the environmental sustainability analysis/ study is to assist in ensuring that the MICT SETA maintains a balance between the ecological, economic, and social goals such as



reducing carbon emissions, promoting renewable energy, and ensuring equitable resource access in an effort to achieve the following:

- 6.1. Creating sustainable livelihoods through the recycling of waste (waste collection mechanisms).
- 6.2. Supporting the use of environmentally friendly waste disposal technology.
- 6.3. Promoting environmental education and awareness.
- 6.4. Ensuring sustainability which meets the basic level of environmental and social standards.
- 6.5. Serves as a prerequisite for sustained and irreversible socioeconomic development and poverty eradication.
- 6.6. Ensuring a clean and healthy environment, through effective environmental management, will provide multiple benefits to society and the economy.
- 6.7. The reduction of material, energy and pollution intensity of current economic activities, while maintaining and sustainably increasing the productivity of those activities.
- 6.8. Assist in improving consumption patterns to promote better and safer consumption without slowing down the MICT SETA activities.
- 6.9. Investing in enhanced infrastructure, appliances and services that increase resource efficiency, and reduce material intensity.

7. SCOPE OF WORK

- 7.1 Develop a comprehensive environmental sustainability program customised to fit the operations of the MICT SETA such that it will assist the MICT SETA in integrating plans and standards into its core operations to anticipate environmental and social risks posed by the business activities and avoid, minimize, or compensate for such impacts as necessary.
- 7.2 Conduct an Environmental, Social and Governance impact Assessment in the MICT SETA Head Office and Regional Offices, which include the identification and assessment of the potential environmental consequences of projects or activities within the MICT SETA.
- 7.3 Provide a dedicated account management team that delivers reliable services, while extracting savings and ensuring environmental protection.
- 7.4 Analyse the MICT SETA environment and provide a customized, comprehensive waste management solution, including the recovery, collection, transportation, recycling, treatment, and beneficiation of the MICT SETA waste streams.



- 7.5** Subsequent to the analysis as outlined in 5.4 above, provide reliable and cost-effective waste management services to manage the MICT SETA waste streams either to recyclers or to relevant landfill sites.
- 7.6** Manage and dispose of all waste streams and ensure that the correct rebates are applied, and the correct disposal costs are processed in consideration of the below elements, at a minimum:
- a) Hazardous waste
 - b) Redundant stock disposal
 - c) Office furniture
 - d) General Waste – Cardboard, paper and plastic.
 - e) Organic Waste – Food/Wet Waste/ Cooking oil
 - f) E-waste
- 7.7** Demonstrate how they intend to manage the collection, transportation, and disposal/treatment of general non-compactable waste. (Furniture, boxes, etc).
- 7.8** A detailed proposal indicating the effective collection, sorting transportation and processing of recyclable waste (e-waste, plastics, and metals) and hazardous materials.
- 7.9** Conduct an environmental sustainability risk assessment for the MICT SETA and identify at least three risks that could negatively impact the MICT SETA, together with the proposed mitigation strategies.
- 7.10** Offer the MICT SETA with a customized, comprehensive renewable energy solution, providing measures on how to minimise non-renewable energy:
- a) Conduct an energy assessment to identify the MICTSETA's current energy usage, sources, costs, and impacts, and to find opportunities for improvement and savings.
 - b) Conduct research and compare the different renewable energy options available for the MICT SETA's locations, sector, and size, and evaluate their feasibility, suitability, and cost-effectiveness.
- 7.11** Provide feedback to the MICT SETA on the outcome of the analysis through formal reports with recommendations for improvement, including implementation guideline, including presentation to MICT SETA governance structures.
- 7.12** Provide support services to the MICT SETA throughout the contract, e.g., implementation of the proposed recommendations, guidance on interpreting the report, embedding of environmental sustainability standards into MICT SETA business processes, etc.



- 7.13** Put measures in place to comply with the sustainable development agenda, Occupational Health and Safety Act (85 of 1993, as amended) and the National Framework for Sustainability Development (NFSD) (DEA 2008), to the extent that it applies to the MICT SETA.

- 7.14** Provide training and awareness sessions to the MICT SETA employees in order to equip them with the skills and knowledge to identify and implement efficiency measures across various aspects of their work, from energy conservation to waste reduction, this training program should empower MICT SETA employees to find innovative ways to improve efficiency.

- 7.15** Align reporting to the Sustainable Development Goals (SDGs) and share progress with the MICT SETA Management on a bi-annual basis.

- 7.16** Outline the Project Management, and Project close-out processes.

8. DELIVERY PERIOD

The appointed service provider will be required to conduct an environmental sustainability analysis and waste management support services to the MICT SETA for a period of twenty-four (24) months from the date of appointment.

Reporting platforms shall be made available within seven (07) working days from the date of appointment. (The receipt of an official Order from the MICT SETA).



9. PRICING SCHEDULE

Name of bidder: _____

Bid number: _____

Closing date: _____

Bid shall remain valid for acceptance for a period of **120 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFB price (Total) should be included. The below table is for illustration only:

Item	Requirement Description	Quantity	Unit Price	Total Price (Exc. VAT)
	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ENVIRONMENTAL SUSTAINABILITY ANALYSIS AND SUPPORT SERVICES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS			
1.	Environmental sustainability analysis and report	1	R	R
2.	Staff training and development	200	R	R
3.	Support services	24	R	R
Sub-Total				R
VAT@15%				R
TOTAL PRICE (INCLUDING VAT)				R

NB: Bidders must submit this pricing schedule and related Annexure on a Separate envelope.

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed:

Signature:

Date:



10. BID EVALUATION CRITERIA

The MICT SETA complies with the provisions of the Public Finance Management Act, Act No 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No 5 of 2000; and the Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

Bids received will be evaluated against the Mandatory criteria, Functionality Criteria, and Price and Specific Goals.

10.1 EVALUATION CRITERIA 1: MANDATORY CRITERIA

Bidder’s Professional Affiliation

Bidders must be affiliated with the Environmental Assessment Practitioners Association of South Africa (EAPASA), or the Institute of Environmental Management and Assessment (IEMA), or South African National Biodiversity Institute and Sustainability or a similar regulatory body.

Evidence required:

- Bidders must submit a **certified** copy of the certificate or proof of registration with the Professional regulatory body or equivalent.

Note: Bidders that do not meet the MICT SETA mandatory evaluation criteria will be eliminated from further evaluation process.

10.2 EVALUATION CRITERIA 2: FUNCTIONAL / TECHNICAL EVALUATION CRITERIA

Only bid submissions that have met the requirements of the set mandatory criteria will be considered for further evaluation on functional / technical criteria. Bids submitted will be evaluated on functional / technical functionality criteria set on the table below out of a maximum of **100 points**. A threshold of **70** out of the **100 points** has been set.

Only bidders that have met or exceeded the qualification threshold on technical functionality of 70 points will qualify for further evaluation on Price and Specific Goals.

Note: All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional / technical criteria will be based on the table below:

FUNCTIONAL / TECHNICAL CRITERIA WEIGHING		
Category	Description	Score
Experience of the company	Bidders must have experience in conducting Environmental, Social, and Governance (ESG) analysis / assessment services within the context of investing in the green-economy or similar services/projects. Reference letters must be from different clients with contactable	10



	<p>references for similar projects implementation and not older than five (5) years.</p> <p>The reference letters must be for the bidder's clients from within the Republic of South Africa (RSA) and must be on company letterhead signed by company representative of the bidder's client. Contactable references must include name of company, contact details, project description, and dated. [10]</p> <p>Points on the submission of signed reference letters will be allocated as follows:</p> <ul style="list-style-type: none"> • Five (05) or more valid reference letters from different clients submitted = 10 points • Four (04) valid reference letters from different clients submitted = 08 points • Three (03) valid reference letters from different clients submitted = 06 points • Two (02) valid reference letters from different clients submitted = 04 points • One (01) valid reference letter submitted = 02 points • No reference letters submitted or reference letters not relevant = 0 points <p>Important: Reference lists or award letters will not be considered for point allocation.</p> <p>In the event of sub-contracting, the bidder must furnish the above reference letters of the main bidder.</p> <p>MICT SETA reserves the right to contact references prior to award.</p>	
<p>Organogram / Bidders Team</p>	<p>Organogram / Bidders Team:</p> <p>The Bidders' proposed team should comprise of a Project Manager, a Project Lead Consultant and at least one team member to support the project. Bidders should provide an organogram specifically for this project or brief overview of the team to be allocated to this project, including their summarized roles / titles [05].</p> <p>Points for the submission of the bidder's organogram or brief overview of the proposed team to be allocated to the project will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of an organogram or brief overview of the project team including their roles = 05 Points • Non-submission of the organogram or brief overview of the project team including their roles / submission that does not clearly outline the team members and their roles = 0 Points 	<p>05</p>



<p>Experience of Project team</p>	<p>Qualifications and Experience of the Project Team:</p> <p>Bidders are required to provide experienced and qualified Project Manager and Project Lead Consultant allocated who will be responsible for running the project and should provide certified copies of qualifications (certified within six months) and CV of the Project Manager and Project Lead Consultant. CVs should clearly indicate the years of experience in managing or delivering Environmental, Social, and Governance (ESG) analysis / assessment services within the context of investing in the green-economy or similar services/projects. Bidders are required to clearly indicate on their bids the Project Manager and Project Lead Consultant, MICT SETA will not award points for bids not clearly indicating the Project Team and their proposed roles for this project [30]</p> <p>Qualifications of the Project Manager (10) Project Manager must have a certified NQF 8 qualification or higher, (or equivalent) in Environmental Science, Environmental Management, Environmental Engineering, Social Science, Research and/or any other related qualification (Certified copies may not be older than 6 months).</p> <p>Points on the submission of certified qualifications of the Project Manager will be allocated as follows:</p> <ul style="list-style-type: none"> • Certified NQF Level 8 or higher, in any of the above qualifications = 10 points • Certified NQF Level 7 in any of the above qualifications = 08 points • Certified NQF Level 6 in any of the above qualifications = 06 points • Certified NQF Level 5 in any of the above qualifications = 04 points • Certified NQF Level 5 or lower in any of the above qualifications = 0 points • No qualifications attached or qualifications not certified or qualifications not relevant to the above = 0 points <p>Project Manager’s Project Management certification (05) The Project Manager must have a PMBOK or Prince2 Project Management certification. (Certified copies may not be older than 6 months)</p> <p>Points on the submission of certified Project Manager’s Project Management certification will be allocated as follows:</p> <ul style="list-style-type: none"> • Certified copies of Prince2 (Minimum Foundation) or PMBOK (Minimum CAPM) = 05 points 	<p>30</p>
--	--	------------------



- Non-submission of Prince2 (Minimum Foundation) or PMBOK or BABOK (Minimum CAPM) or submission of uncertified certificates = **0 points**

Experience of the Project Manager in managing similar Environmental Sustainability projects (05)

CVs should clearly indicate the years of experience in managing Environmental, Social, and Governance (ESG) analysis / assessment services within the context of investing in the green-economy or similar services/projects.

Points on submission of Project Manager's CV detailing experience in managing / delivering ESG analysis / assessment services within the context of investing in the green-economy or similar services/projects will be allocated as follows:

- More than 10 years' experience in managing similar projects = **05 points**
- 07 to 10 years' experience in managing similar projects = **03 points**
- 03 to 06 years' experience in managing similar projects = **02 points**
- Less than 03 years' experience in managing similar projects or no CV attached = **0 points**

Qualifications of the Project Lead Consultant (05)

Project Lead Consultant must have a certified NQF 7 or higher qualification in Environmental Science, Environmental Management, Environmental Engineering, Social Science, Research and/or any other related qualification.

Points on submission of certified qualifications of the Project Lead Consultant will be allocated as follows:

- Certified NQF Level 7 or higher, in any of the above qualifications = **05 points**
- Certified NQF Level 6 in any of the above qualifications = **03 points**
- Certified NQF Level 5 or lower in any of the above qualifications = **0 points**
- No qualifications provided or qualifications not certified or qualifications not relevant = **0 points**

Experience of the Project Lead Consultant in delivering Environmental, Social, and Governance (ESG) analysis / assessment services within the context of investing in the green-economy or similar services/projects (05)

CVs should clearly indicate the years of experience in delivering Environmental, Social, and Governance (ESG) analysis / assessment



	<p>services within the context of investing in the green-economy or similar services/projects.</p> <p>Points on submission of Project Lead Consultant's CV detailing experience in delivering ESG analysis / assessment services within the context of investing in the green-economy or similar services/projects will be allocated as follows:</p> <ul style="list-style-type: none"> • More than 05 years' experience in delivering similar projects = 05 points • 04 to 05 years' experience in delivering similar projects = 03 points • 02 to 03 years' experience in delivering similar projects = 02 points • Less than 02 years' experience in delivering similar projects or no CV attached = 0 points <p>Note: The projects in this factor refer to the services delivered by the project lead consultant in any past company, not limited to the bidding company, i.e., linked to the individual.</p>	
<p>Risk Management Plan</p>	<p>Risk Management Plan:</p> <p>The bidder must submit a detailed Risk Management Plan demonstrating at least three identified risks relation to this project, together with the proposed mitigation strategies to manage such risks.</p> <p>Points for submitting detailed Risk Management Plan will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted a detailed plan with at least three relevant risks and mitigation measures outlined = 15 points • The bidder submitted a detailed plan with two relevant risks and mitigation measures = 10 points • The bidder submitted a detailed plan with one relevant risk and mitigation measure(s)= 05 points • The bidder did not submit a detailed plan or submitted a plan with no risks identified or with risks outlined but no mitigation measures = 0 points 	<p>15</p>
<p>Methodology and approach</p>	<p>Project Methodology and Approach</p> <p>Bidders are required to provide a detailed project implementation methodology and approach in executing the project and support services. The methodology and approach should comprehensively include the following elements: [40]</p> <ol style="list-style-type: none"> 1) Development of a comprehensive environmental sustainability program customised to fit the operations of the MICT SETA. 2) Conducting an Environmental, Social and Governance impact Assessment which include the identification and assessment of the potential environmental consequences of projects or activities within the MICT SETA. 	<p>40</p>



- 3) Providing a customized, comprehensive waste management solution, including the recovery, collection, transportation, recycling, treatment, and beneficiation of the MICT SETA waste streams.
- 4) Demonstrate how they intend to manage the collection, transportation, and disposal/treatment of general non-compactable waste. (Furniture, boxes, etc)
- 5) A detailed proposal indicating the effective collection, sorting transportation and processing of recyclable waste (e-waste, plastics, and metals) and hazardous materials.
- 6) Offer the MICT SETA with a customized, comprehensive renewable energy solution, providing measures on how to minimise non-renewable energy.
- 7) Conducting an environmental sustainability risk assessment for the MICT SETA and identify at least three risks that could negatively impact the MICT SETA, together with the proposed mitigation strategies.
- 8) Providing training and awareness to the MICT SETA employees to introduce green wellness initiatives and promote environmental mindfulness.
- 9) Providing a comprehensive report to the MICT SETA with a summary of the findings and detailed recommendations to close or minimise such gaps.
- 10) Outlining a brief plan detailing how the bidder will share progress reports with the MICT SETA Management.
- 11) Providing a summary of the proposed support services to be offered to the MICT SETA throughout the contract.
- 12) Outline the project management, and project close-out processes.

Points on submission of methodology and approach will be allocated as follows:

- A detailed methodology and approach that meets (11) eleven or all (12) twelve elements = **40 points**
- A detailed methodology and approach that meets only ten (10) elements = **35 points**
- A detailed methodology and approach that meets only nine (09) elements = **30 points**
- A detailed methodology and approach that meets only eight (08) elements = **25 points**
- A detailed methodology and approach that meets only seven (07) elements = **20 points**
- A detailed methodology and approach that meets only (06) elements = **15 points**



	<ul style="list-style-type: none"> • A detailed methodology and approach that meets only five (05) elements = 10 points • A detailed methodology and approach that meets only four (04) elements = 05 points • A detailed methodology and approach that meets less than four (04) elements = 0 points • A brief or irrelevant methodology and approach = 0 points <p>NB: all elements of the project scope must be covered in detail</p>	
MINIMUM THRESHOLD		70
TOTAL		100

Note: Bidders that do not meet the requirements of set functional criteria will be eliminated from further evaluation process.

10.3. EVALUATION CRITERIA 3: PRICE AND SPECIFIC GOALS

Only bidders that have met the requirements of the Functional Criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals.

Specific Goals to be evaluated out of **20 Points**:

Special Goal Criteria	Points
Enterprise which is at least 51% owned by historically disadvantaged persons.	10
Enterprise which is at least 51% owned by historically disadvantaged women.	5
Enterprise which is at least 51% owned by historically disadvantaged youth.	5
Total	20

**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- Certified ID copies of the company’s directors as per the CIPC documents. Certified copies must not be older than six (06) months.
- CIPC Documents and/or share certificate.

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed.



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

1.2 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:

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 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 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

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.



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



PREFERENCE PROCUREMENT CLAIM FORM

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.



1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2 DEFINITIONS

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

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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:



80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

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 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	05	
Enterprises which are at least 51% owned by historically disadvantaged youth.	05	



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:

.....