

APPOINTMENT OF TWO SERVICE PROVIDERS TO SOURCE TRAINING FOR THE CBE AS PER THE 2024/2025 APPROVED TRAINING PLAN

1. BACKGROUND

The Council of the Built Environment (CBE) is a statutory body established in terms of the Council for Built Environment Act (No. 43 of 2000) and an entity of the Department of Public Works and Infrastructure (DPWI). The CBE is a schedule 3(a) public entity and is subject to compliance with the Public Finance Management Act (PFMA) Act No. 29 of 1999 and Treasury regulations.

Sections 3(c) and (d) of the CBE Act mandate it to promote ongoing human resource development in the built environment, and to facilitate participation by the built environment professions in integrated development in the context of achieving national goals. It is an overarching body that lead, regulate, coordinate, and advise the six Professional Councils namely: Architectural Profession, Landscape Architectural Profession, Engineering Profession, Property Valuers Profession, Project and Construction Management Professions, and Quantity Surveying Profession. The CBE also entered into a working relationship with the following professional bodies as part of the built environment family – South African Council for Planners, Environmental Assessment Practitioners Association of South Africa, and South African Geomatics Council. In the main, the central mandate of the Council for the Built Environment is to:

- Transform the Built Environment Industry
- Create skilled Built Environment professionals
- Expedite the empowerment of women, youth and persons with disabilities

The objects of the CBE are to:

- Promote and protect the interests of the public in the built environment;
- Promote and maintain a sustainable built environment and natural environment;
- Promote ongoing human resource development in the built environment;
- Facilitate participation by the built environment professions in integrated development in the context of national goals;
- Promote appropriate standards of health, safety and environmental protection within the Built Environment;
- Promote sound governance of the built environment professions;
- Promote liaison in the built environment in the field of training, both in the republic and elsewhere, and to promote the standards of such training in the republic; serve as a forum where the representatives of the built environment professions may

- Discuss the relevant required qualifications; standards of education; training and Competence; promotion of professional status; and legislation impacting on the built environment.
- Ensure the uniform application of norms and guidelines set by the councils for the professions throughout the built environment.

2. MAIN OBJECTIVES OF THIS PROJECT

The overall goal is to appoint two (2) experienced, reputable and accredited training service providers to provide training services to CBE officials based on the approved CBE training interventions for the 2024-2025 financial year.

3. SPECIFIC OBJECTIVES

The CBE hereby requests experienced, reputable and accredited training service providers to submit proposals to provide quality and competent training services on the approved CBE training interventions for the 2024-2025 financial year.

4. DELIVERABLES

The service providers will be required to provide training services on the approved CBE training interventions for the 2024-2025 financial year, and training materials to be owned by officials after training. All training must be conducted in person at the service provider's premises. Additionally, training certificates must be issued upon completion of the training.

CBE training interventions for the 2024-2025 financial year:

Training Programme 1: Training in the Use and Integration of Artificial Intelligence for 1x employee

Purpose

To enhance the understanding and practical application of Artificial Intelligence (AI) within CBE, enabling the employee to integrate AI tools and techniques into their daily workflows.

Scope of Work

Develop a comprehensive curriculum on AI fundamentals, tools, and integration strategies. Deliver interactive workshops and hands-on sessions. Provide pre-and post-training assessments to measure the impact.

Learning Outcomes to include:

- Understand the fundamentals of AI and its applications.
- Identify and utilize AI tools relevant to their roles.
- Integrate AI techniques into daily workflows.
- Assess the impact of AI on business processes.

Training Programme 2: Frontline Customer Service for 1x employee

Purpose

To improve the customer service skills of the frontline employee, ensuring high-quality interactions with clients and stakeholders.

Scope of Work

Develop a customer service training curriculum. Conduct role-playing, case studies, and interactive exercises. Provide pre- and post-training assessments.

Learning Outcomes to include:

- Enhance communication skills with customers.
- Effectively handle customer inquiries and complaints.
- Demonstrate professionalism in customer interactions.
- Improve customer satisfaction and loyalty.

Training Programme 3: Health and Safety Train the Trainer Course for 1x employee

Purpose

To equip selected employee with the skills to train others in health and safety practices, ensuring a safe working environment at CBE.

Scope of Work

Develop a comprehensive health and safety training curriculum. Conduct interactive workshops and practical sessions. Provide training materials and resources.

Learning Outcomes to include:

- Understand key health and safety principles.
- Develop and deliver health and safety training programs.
- Identify and mitigate workplace hazards.
- Ensure compliance with health and safety regulations.

Training Programme 4: Knowledge Management Training for 1x employee

Purpose

To enhance the knowledge management capabilities of CBE employee, ensuring efficient capture, storage, and sharing of organizational knowledge.

Scope of Work

Develop a training curriculum focused on knowledge management principles and tools. Deliver interactive workshops and practical exercises. Provide ongoing support and resources.

Learning Outcomes to include:

- Understand the principles of knowledge management.
- Utilize tools and techniques for knowledge capture and sharing.
- Implement effective knowledge management strategies.
- Foster a culture of continuous learning and knowledge sharing.

Training Programme 5: Strategic Business Management for 1x employee

Purpose

To provide mid-level employee with the skills and knowledge required to develop and implement effective business strategies.

Scope of Work

Develop a comprehensive curriculum on strategic business management. Conduct workshops/case studies, and strategic planning exercises. Provide training materials and resources.

Learning Outcomes to include:

- Understand strategic management principles.
- Develop and implement business strategies.

- Analyse competitive environments and market trends.
- Make informed strategic decisions.

Training Programme 6: Compliance Management Training for 1x employee

Purpose

To ensure that CBE employee is well-versed in compliance regulations and best practices, reducing the risk of non-compliance.

Scope of Work

Develop a training curriculum focused on compliance management. Conduct workshops and practical exercises. Provide pre- and post-training assessments.

Learning Outcomes to include:

- Understand compliance management principles.
- Identify and mitigate compliance risks.
- Implement effective compliance programs.
- Ensure organizational adherence to legal and regulatory requirements.

Training Programme 7: Strategic Communications & Advanced Writing Skills for 1x employee

Purpose

To enhance the communication and advanced writing skills of the CBE employee, enabling them to convey complex ideas effectively.

Scope of Work

Develop a training curriculum focused on strategic communications and advanced writing skills. Conduct workshops and practical writing exercises. Provide training materials and resources.

Learning Outcomes to include:

- Develop effective communication strategies.
- Enhance advanced writing skills for business purposes.

- Convey complex ideas clearly and professionally.
- Improve overall written and verbal communication.

Training Programme 8: Executive Support Short Course for 1x employee

Purpose

To enhance the skills of executive support staff, ensuring they can effectively assist senior management.

Scope of Work

Develop a training curriculum focused on executive support skills. Conduct workshops and practical exercises. Provide training materials and resources.

Learning Outcomes to include:

- Enhance administrative and organizational skills.
- Improve communication and interpersonal skills.
- Effectively manage executive schedules and tasks.
- Support senior management in achieving organizational goals.

Training Programme 9: Short Course in Conflict Management for 1x employee

Purpose

To provide selected employee with the skills to manage and resolve conflicts effectively within the workplace.

Scope of Work

Develop a training curriculum focused on conflict management techniques. Conduct interactive workshops and role-playing exercises. Provide training materials and resources.

Learning Outcomes to include:

- Understand the sources and types of conflict.
- Apply conflict resolution techniques.
- Improve negotiation and mediation skills.
- Foster a positive and collaborative work environment.

Training Programme 10: Short Course in Writing Specifications for 1x employee

Purpose

To improve the skills of supply chain employee in writing clear and effective specifications for procurement and other purposes.

Scope of Work

Develop a training curriculum focused on writing specifications. Conduct workshops and practical writing exercises. Provide training materials and resources.

Learning Outcomes to include:

- Understand the principles of writing clear specifications.
- Develop detailed and effective procurement specifications.
- Ensure compliance with organizational and legal requirements.
- Improve overall procurement processes.

Training Programme 11: Project and Stakeholder Management Training Course for 1x employee

Purpose

To enhance the project and stakeholder management skills of the employee, ensuring effective project execution and stakeholder engagement.

Scope of Work

Develop a comprehensive training curriculum on project and stakeholder management. Conduct workshops, case studies, and practical exercises. Provide training materials and resources.

Learning Outcomes to include:

- Understand project management principles and methodologies.
- Develop and implement project plans.
- Engage and manage stakeholders effectively.
- Ensure successful project completion.

Training Programme 12: Contract Management for 1x employee

Purpose

To provide the employee in the legal department with the knowledge and skills to manage contracts effectively, ensuring compliance and minimising risks.

Scope of Work

Develop a training curriculum focused on contract management principles and practices. Conduct workshops and practical exercises. Provide training materials and resources.

Learning Outcomes to include:

- Understand the fundamentals of contract management.
- Develop and manage contracts effectively.
- Ensure compliance with legal and organizational requirements.
- Mitigate risks associated with contracts.

Training Programme 13: Business Writing / English Course for 12x employee

Purpose

To improve the employees' business writing and communication skills, ensuring clarity and professionalism in written communications.

Scope of Work

Develop a training curriculum focused on business writing and English communication skills.

Learning Outcomes to include:

- Enhance business writing skills.
- Improve clarity and professionalism in written communications.
- Develop effective email and report writing techniques.
- Ensure correct grammar and usage in business writing.

Training Programme 14: Legal Aspects in Procurement for 1x employee

Purpose

To equip the employee in the supply chain department with the knowledge and skills to navigate legal aspects of procurement, ensuring compliance and reducing risks.

Scope of Work

Develop a training curriculum focused on legal aspects of procurement. Conduct workshops and practical exercises. Provide training materials and resources.

Learning Outcomes to include:

- Understand the legal framework for procurement.
- Identify and mitigate legal risks in procurement processes.
- Ensure compliance with procurement laws and regulations.
- Improve overall procurement practices.

Training Programme 15: PGMP/Cybersecurity for 1x employee

Purpose

To provide the shared services executive with advanced project management skills (PGMP) and knowledge in cybersecurity to protect organisational assets.

Scope of Work

Develop a comprehensive training curriculum covering PGMP and cybersecurity. Conduct workshops, case studies, and practical exercises. Provide training materials and resources.

Learning Outcomes to include:

- Master advanced project management techniques.
- Develop and implement cybersecurity strategies.
- Protect organisational assets from cyber threats.
- Ensure compliance with cybersecurity regulations.

Training Programme 16: Microsoft Word and Excel Training for 1x employee

Purpose

To enhance the proficiency of the employee in using Microsoft Word and Excel, improving their productivity and efficiency.

Scope of Work

Develop a training curriculum focused on advanced features of Microsoft Word and Excel. Conduct interactive workshops and hands-on sessions. Provide training materials and resources.

Learning Outcomes to include:

- Enhance proficiency in Microsoft Word and Excel.
- Utilize advanced features for increased productivity.
- Create professional documents and spreadsheets.
- Improve overall efficiency in daily tasks.

Training Programme 17: Business Processes Management Committee (BPMC) for 15x employees

Purpose

To oversee and review internal policies, ensuring that they align with the organisation's strategic objectives, regulatory requirements, and best practices in line with the ISO 22301 latest version (Business Continuity Management System). The committee will evaluate current processes, identify areas for improvement, and implement changes to enhance efficiency, compliance, and overall organisational performance.

Scope of Work

The BPMC will focus on the following key areas: _

- Policy Review and Development
- Process Evaluation
- Analyse current business processes for efficiency and effectiveness
- Compliance and Risk Management

- Training and Communication
- Continuous Improvement

Learning Outcomes to include:

- 1) Enhanced Policy Knowledge: Understand the principles and best practices of policy development and management.
- 2) Process Improvement Skills: Develop skills in process mapping, workflow analysis, and process redesign.
- 3) Compliance and Risk Management: Learn to identify, assess, and mitigate risks associated with business processes
- 4) Develop strategies for training and educating employees on new policies.
- 5) Gain experience in managing policy review projects from initiation to implementation.
- 6) Understand the principles of continuous improvement and how to apply them to business processes.

5. SUBCONTRACTING

Appointed service providers are allowed to use their partners for other training programmes, should they not have them in-house.

6. REQUIRED EXPERTISE

- Accreditation and Certification:

Bidders must be accredited by relevant South African authorities such as the SETA (Sector Education and Training Authority) to ensure the training meets national standards. Please submit the required certificate as evidence.

Service Providers must have certifications that are recognized both locally and internationally, ensuring that the training is up to industry standards.

- Experience and Track Record:

Proven track record of delivering high-quality training programs in specified areas.

Provide a minimum of 3x references / testimonials from previous clients, particularly from similar industries or sectors.

- Qualified Trainers:

Trainers must hold relevant qualifications and have a minimum of 5 years experience in

the field they are training. Trainers must also have practical experience in the industry, ensuring they can provide real-world insights and examples. Please provide a CV in this regard.

- **Comprehensive Curriculum Development:**

Ability to develop and deliver a comprehensive curriculum that covers both theoretical knowledge and practical applications. Use of innovative and interactive training methods to engage participants effectively.

- **Assessment and Certification:**
Bidders must offer pre-and post-training assessments to evaluate the effectiveness of the training. Issuance of recognized certificates upon completion of the training programs.
- **Customization and Flexibility:**
Capacity to tailor the training programs to meet the specific needs of CBE. All training to be delivered at the training providers premises.
- **Proof of Accreditation:**
Bidders must submit copies of their accreditation certificates from either the Department of Higher Education, SETAs or other certifying bodies.
- **References and Testimonials:**

Bidders must provide at least three references from previous clients who have received similar training services. The reference letters must:

- Be on the official letterhead of the issuing company
 - Bear the signature of an official authorized to do so
 - Contain valid contactable details
 - Not older than 5 years
- **Curriculum Outline:**
A comprehensive outline of the proposed training curriculum, including learning outcomes, training methods, and assessment plans.

7. PRICING

Bidders will be required to populate their pricing per delegate for each of the training programmes identified on the attached list inclusive of the training logistics and provide a grand total.

8. DURATION

The duration of the contract shall endure from the date indicated on the contract and end on 31 March 2025.

9. COST

The price proposal must take into account all relevant expenditures necessary for the delivery of the training, including VAT (if applicable). The following table must be used to populate the bidder's pricing. Failure to do so shall result in the disqualification of your quotation.

Table 1: Price Schedule

TRAINING PROGRAMMES				
No	Item	Quantity	Unit Price	Total Price
1	Training in the Use and Integration of Artificial Intelligence for 1x employee	1		
2	Frontline Customer Service for 1x employee	1		
3	Health and Safety Train the Trainer Course for 1x employee	1		
4	Knowledge Management Training for 1x employee	1		
5	Strategic Business Management for 1x employee	1		
6	Compliance Management Training for 1x employee	1		
7	Strategic Communications & Advanced Writing Skills for 1x employee	1		
8	Executive Support Short Course for 1x employee	1		
9	Short Course in Conflict Management for 1x employee	1		
10	Short Course in Writing Specifications for 1x employee	1		
11	Project and Stakeholder Management Training Course for 1x employee	1		
12	Contract Management for 1x employee	1		
13	Business Writing / English Course for 12x employees	12		

14	Legal Aspects in Procurement for 1x employee	1		
15	PGMP/Cybersecurity for 1x employee	1		
16	Microsoft Word and Excel Training for 1x employee	1		
17	Business Processes Management Committee (BPMC) for 15x employees	15		

10. EVALUATION PROCESS

After the closing date, an appointed Evaluation panel will evaluate the proposals received. The following evaluation process shall be followed:

10.1 Pre-qualification criteria:

Bidders will be required to meet the following pre-qualification criteria. Failure to meet these requirements will result in the disqualification of your proposal.

- a) Potential service providers must be registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. This proposal will not be awarded to any bidder who is not registered on the CSD, whose tax matters are not in order and is a restricted supplier.

**** The CBE reserves the right to verify the authenticity of the information submitted. The results of the verification will take precedence.**

11. EVALUATION PHASES

- Phase 1: Technical Evaluation

The bidders' proposal will be evaluated against the set criteria indicated under paragraph 12 below. A form will be used which will reflect the name of the service provider and the different criteria with space provided to record the points awarded and motivation for points awarded. The allocation of points will not be effected on a basis of consensus.

The following scoring matrix will be used:

Unable to evaluate	Does not comply with the requirements	Partially complies with the requirements	Fully complies with requirements	Exceeds requirements	Exceptionally exceeds requirements
0	1	2	3	4	5

The following formula will be used to convert the points scored against the weight:

$$P_s = \left(\frac{S_o}{M_s} \right) \times 100$$

Where:

- P_s = Percentage scored for technical evaluation
 S_o = Total score of proposal under consideration
 M_s = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of **60%** in order to proceed further in the evaluation process.

A due diligence process will be conducted on all bidders who meet or exceed the above threshold score.

The CBE reserves the right to utilise any one or more of the below due diligence methods:

- presentation by bidders with pre-determined questions being posed by the CBE. A set of pre-determined questions based on the submitted proposal will be posed. This will be evaluated based on a grading scheme of either consistent or not consistent with the proposal. Should more than 20% of the responses not be consistent to the bidder's proposal their proposal will be disregarded.
- an investigation by the CBE of the bidder's previous contracts carried out, availability of skills or knowledge, existing work load etc or
- confirmation of the authenticity and content of the reference letters submitted (bidders must provide a minimum of **three** signed reference letters of the same/similar work undertaken even if this method is not selected for due diligence. Failure to submit the letters will result in the disqualification of your proposal). The reference letters must:
 - Be on the official letterhead of the issuing company
 - Not be older than five (5) years

- Bear the signature of an official authorized to do so
- Contain valid contactable details

Purchase orders will also be accepted, subject to the CBE verifying the authenticity of the information submitted.

Should negative feedback be obtained from the aforementioned that will render the bidder unsuitable to execute the assignment, their proposal will be disregarded at this point and they will not proceed for further evaluation.

It must be noted that if a service provider has previously undertaken work for the CBE to which a positive report is on record, such report may be used for the purpose of due diligence in the event that the selected method(s) above is/are unsuccessful.

Should the bidder meet the requirements of due diligence, their proposal will proceed to Phase 2.

- Phase 2: Calculation of points

Please note that the proposals will be evaluated using the 80/20 preference point system as outlined in the Preferential Procurement Regulations, 2022 where.

80 points will be allocated for price and 20 points will be allocated for specific goals.

During phase 2, points for price will be calculated for all shortlisted bidders in accordance with the following formula:

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

$$\left(\frac{P_t}{P_{min}} \right)$$

Where:

Ps = Points scored for price of proposal under consideration

Pt = Rand value of proposal under consideration

Pmin = Rand value of lowest acceptable proposal

- The final points will be calculated as follows:

Points for price:	80 points
Specific Goals Contributor:	<u>20 points</u>
Final points:	<u>100 points</u>

Points awarded for Specific Goals

Provisions of the Preferential Procurement Policy Framework Act (PPPFA) of 2022 and its regulation will apply in terms of awarding points.

Bidders must submit documents as valid proof to substantiate points claimed for specific goals, that should include amongst others the Shareholder Certificate/CIPC Company Registration Documents, certified copies of ID for directors, CSD report, Approved Annual Financial statements and/or any other documentation.

Failure to submit Preference points claim form and proof to substantiate points will result in the forfeiture of specific goal points. Failure to submit a correct and valid specific goals claim will result in the forfeiture of specific goal points. Only points for price will be allocated.

In terms of Regulation 3 (1) an organ of state must, in the tender documents, stipulate goals in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goal.

Small business development	5
EME (Turnover less than R10 million)	5
QSE (Turnover higher than R10 million less than R50million)	3
Ownership	5
100% black owned	5
At least 51% black owned	4
Specific goal	10
Women ownership	4
100% women owned	4
At least 51% women owned	3
Less than 51% women owned	2
Youth ownership	4
100% youth owned	4
At least 51% youth owned	3
Less than 51% youth owned	2
Disabled ownership	2
Any disabled ownership	2

To determine whether the proposal meets the criteria of an acceptable tender, the CBE reserves the right to apply the following selection criteria, based on current case law, in determining the final outcome of the award irrespective of which bidder scores the highest final points:

- (1) the rotation of contracts amongst suppliers; following two (2) awards by the CBE to the same supplier within a period of 12 months
- (2) the receipt of an abnormally low or high price i.e. more than 10% below the estimated price or more than 5% above the estimated price

The two highest scoring bidders will be selected from the above process and a recommendation for award will then be formulated for approval by the relevant delegated authority. The CBE reserves the right not to award two contracts that are in direct conflict with each other to the same service provider.

12. EVALUATION CRITERIA

The following criteria and weights shall apply when considering the proposal:

CRITERIA FOR TECHNICAL EVALUATION	WEIGHT	SCORING GUIDELINE
<p>Quality of proposal of the Service Provider Relevant to this Specific Assignment</p> <p>Provide a proposal detailing the training programmes offered</p>	20	<p>5 = 17 detailed course outline documents for all identified training interventions.</p> <p>4 = 14-16 detailed course outline documents out of the identified training interventions.</p> <p>3 = 9-13 detailed course outline documents out of the identified training interventions.</p> <p>2 = 6-8 detailed course outline documents out of the identified training interventions.</p> <p>1 = 1-5 detailed course outline documents out of the identified training interventions.</p> <p>0 = No information provided</p>
<p>Reference Letters</p> <p>Provide proof of previous similar work done by providing a minimum of three reference letters not older than 5 years.</p> <p>The reference letters must:</p>	20	<p>5 = 5+ signed letters</p> <p>4 = 4 signed letters</p> <p>3 = 3 signed letters</p> <p>2 = 1-2 signed letters</p>

<ul style="list-style-type: none"> • Be on the official letterhead of the issuing company • Bear the signature of an official authorized to do so • Contain valid contactable details 		<p>1 = list of contactable references with same/similar work</p> <p>0 = no letters or unsigned/undated letters or letters not relevant to the assignment</p>
<p>Qualifications of the individual/s assigned to the CBE</p> <p>Please provide a CV of the Trainer highlighting a three-year qualification (minimum NQF 6) and Facilitator or Trainer's additional credentials</p> <p><i>Should the bidder propose more than one resource, each resource will be scored separately, then averaged and rounded off to the nearest 2 decimal places.</i></p>	20	<p>0= No Three-year qualification (NQF 6)</p> <p>3 = Three-year qualification</p> <p>4 = Three-year qualification plus 1-2 additional relevant short courses</p> <p>5 = Three-year qualification plus 3+ additional relevant short courses</p>
<p>Trainer Experience</p> <p>Please provide a CV of the Trainer highlighting 5 years of experience in this field or similar (Facilitation / Learning Development)</p> <p>Should the bidder propose more than one Trainer, each resource will be scored separately and averaged to give a final score {score will be rounded off to the nearest 2 decimal places (where applicable)}.</p>	20	<p>5 = 8+ years as a Training Facilitator / Trainer</p> <p>4 = 6-7 years as a Training Facilitator / Trainer</p> <p>3 = 5 years as a Training Facilitator / Trainer</p> <p>2 = 3-4 years as a Training Facilitator / Trainer</p>

		<p>1 = 1-2 years or lower as a Training Facilitator / Trainer</p> <p>0 = No Experience</p>
<p>Proof of Accreditation and Institution Reputation</p> <p>Please provide the Proof of Accreditation of the service provider and company profile with a minimum of five years' experience in providing training services</p>	10	<p>5 = Proof of Accreditation and 8 years +</p> <p>4 = Proof of Accreditation and 6-7 years</p> <p>3 = Proof of Accreditation and 5 years</p> <p>2 = Proof of Accreditation and 3-4 years</p> <p>1 = Proof of Accreditation and 1-2 years or lower</p> <p>0 = No qualification and/or No experience</p>
<p>Empowering supplier</p>	10	<p>5= ownership to the value of:</p> <ul style="list-style-type: none"> • ≥75% black female; and/or • Any value for youth; and/or • Any value for persons with disabilities <p>4= 100% black-owned entity and/or ≥ 51% black female owned entity</p> <p>3= 51% or more black-owned entity</p> <p>0 = No information</p>

		submitted/requirement not met An additional point will be allocated if an entity has demonstrated that it employs persons with disabilities unless a score of 5 has already been allocated.
Total	100	
Threshold Score	60	

IMPORTANT CONDITIONS

- Protection of Personal Information - All bidders agree that personal information of persons related to or linked with bidders or respondents to this request/Bid for quotations/request for proposals or tender document is/may be required to fulfil the requirements for submitting a bid. All bidders agree that the CBE may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.
- Bidders shall note that any personal information that they may disclose to or share with the CBE pursuant to this request/Bid may be processed by the CBE in terms of the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). By disclosing or sharing any personal information, the bidder is unconditionally consenting to the processing thereof by the CBE, its stakeholders or partners of such personal information for purposes related to this request/Bid. Further, the bidder declares all consents required by the POPI Act or any other law applicable in respect of all personal information disclosed has been duly and legally obtained. Thus, the bidder hereby indemnifies the CBE against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information disclosed to the CBE pursuant hereto.
- Bidders are required to submit their pricing as per section 7 above.
- The price quoted must be inclusive of VAT (if applicable).

- Prices for this contract are firm for the contract duration.
- All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include SBD 1, 4 and 6.1.
- Bidders must submit the company share certificate and ID documents of all Directors.
- Any award made to a Bidder under this proposal is conditional upon the Bidder accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which the CBE is prepared to enter into a contract with the successful Bidder.
- The General Conditions of Contract (GCC) are to be acknowledged and returned with your bid.
- All parties forming a joint venture or consortium for the purpose of this assignment must submit a separate CSD report for each party and all SBD forms and GCC must be completed by each party to the joint venture or consortium and submitted accordingly.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements (where applicable). The CBE will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
- The CBE reserves the right to disregard a bidders' proposal should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract that subsequently led to the cancellation of said contract in the last five years. Documentary evidence of poor performance without a cancellation of the contract may also result in the disqualification of the bidders' proposal.
- Any communication between the closing date and the award of the proposal by Bidders is discouraged.
- Whilst all due care has been taken in connection with the preparation of this proposal, the CBE makes no representations or warranties that the content of the proposal or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The CBE and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current or complete.
- If a Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this proposal or any other information provided by the CBE (other than minor clerical matters), the Bidder(s) must promptly notify the CBE in writing of such

discrepancy, ambiguity, error or inconsistency in order to afford the CBE an opportunity to consider what corrective action is necessary (if any).

- Any actual discrepancy, ambiguity, error or inconsistency in the proposal or any other information provided by the CBE will, if possible, be corrected and provided to all Bidders without attribution to the Bidder(s) who provided the written notice.
- Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such proposals.
- The CBE supports the spirit of B-BBEE and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the CBE condemns any form of fronting.
- The CBE, in ensuring that Bidders conduct themselves in an honest manner may, as part of the evaluation process, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the proposal / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the CBE may have against the Bidder / contractor concerned.
- A Bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this BID. In the event that the CBE allows a Bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the Bidder and the CBE will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.
- If a Bidder breaches the conditions of this proposal and, as a result of that breach, the CBE incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the Bidder indemnifies and holds the CBE harmless from any and all such costs which the CBE may incur and for any damages or losses the CBE may suffer.
- **Proposals must be emailed to sthembile@cbe.org.za. Bidders must please note that the CBE server can receive files to a maximum size limit of 150mb (inclusive of**

message content and attachment). Should files exceed this size limit, bidders may either send their files in separate emails or alternatively compress the files and submit.

- It is the responsibility of prospective bidders to ensure that their proposal documents are submitted before the closing date and time of the proposal.
- Proposals received after the closing time and date will not be considered for evaluation.
- The award of this RFP may be subject to price negotiation with the preferred bidders.
- The CBE reserves the right not to award this contract.
- The CBE will enter into a formal contract with the successful bidder.
- Any change of information provided in the bid document that may affect service delivery by the successful bidder must be brought to CBE's attention as soon as possible. Failure to comply may result in the contract being terminated.
- Should the bidder present information intentionally incorrectly/fraudulently their proposal will be disqualified.
- It must be noted that payment will be made upon satisfactory delivery of the service and receipt of an invoice.
- The invoice will be paid within 30 days of receipt thereof. No deposit, advance and lump-sum payments will be made. A shorter payment period may be agreed upon by the CBE and the successful supplier and a supplier development agreement will be signed in this regard. To be considered for the shorter payment period the service provider must meet the following requirements:
 - Be at least 51% black owned.
 - Be an Exempt Micro Enterprise (EME) (Turnover under R10 million) or a Qualifying Small Enterprise (QSE) (Turnover less than R50 million), subject to the specific Sector Code.
- The closing date for submission of proposals is **18 October 2024**.
- Proposals will be valid for a period of **30 days** after the closing date of the proposal.

**** Special Note: The CBE reserves the right not to award two contracts that are in direct conflict with each other to the same service provider.**

Written enquiries:

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