



N KOMAZI SEZ
TREASURE OF OPPORTUNITIES

REQUEST FOR PROPOSAL

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO
RENDER VARIOUS TRAININGS ALIGNED TO THE PROVINCIAL
ECONOMIC SECTORS FOR A PERIOD OF 3 YEARS (36 MONTHS)**

BID NO: NSEZ/2026/01

NAME OF BIDDER:

CSD REG NO.:

TEL NUMBER :

AMOUNT: (Vat Incl)

Prepared for:
Nkomazi SEZ SOC Ltd

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CLOSING DATE: 16 FEBRUARY 2026 @ 12h00

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SECTION 1: GENERAL INFORMATION

TABLE A: MANDATORY REQUIREMENTS

MANDATORY REQUIREMENTS	
(Failure to meet the requirements below), the bidder will be disqualified.	
1.	Proof of registration with the professional body, such as (PSETA-)For Public Service Sector Training or any relevant professional body The Service provider should be NQF-Compliant.
2.	In case of a Joint Venture, an original or original certified copy of the joint/partnership agreement must be attached
3.	A letter of Good Standing, issued by the Compensation Fund in terms of the Compensation for Occupational Injuries and Diseases Act, 1993, must be attached. The certificate must be valid as of the closing date of the bid. A letter of intent will not be accepted
4.	Fully completed pricing schedule or Proposal
5.	Fully completed, signed Standard bidding documents
6.	Comprehensive CV of key personnel together with all other relevant certifications - Certificates must be certified
7.	Letter of authority to sign the bidding documents
8.	Certified copies of Directors' or Shareholders' Identity documents
9.	Proof registration on the Central Supply Database (Detailed report)
10.	Letter of approval by the Executive Authority to do business if the entity has a member(s) who is/are Government employee

Each criterion will be evaluated on a scale of 0 to 5 which shall be scored as indicated in the table below:

$$\text{Criterion Points scored} = \frac{\text{score (0 to 5)}}{5} \times \text{Weight of the Criterion}$$

Response	Score	Minimum assessment criteria
No response	0	The bidder does not include the relevant information required in the bid document.
Very poor	1	The bidder submits <u>relevant</u> information but is either incomplete or <u>lacks significance</u> in addressing the expected response.
Poor	2	The bidder submits <u>relevant</u> information but is either incomplete or <u>somewhat lacking</u> in addressing the expected response.
Adequate	3	The bidder provides <u>sufficient information</u> as expected that addresses the required response adequately.
Very good	4	The bidder provides <u>more than sufficient</u> information which demonstrates superior (more than adequate/average) experience and knowledge to address the required response.
Excellent	5	The bidder provides more than sufficient information which demonstrates superior (more than adequate/average) experience and knowledge to address the required response. In addition, the bidder provides <u>innovative solutions and/or approach</u> to address the identified problem(s)

A bidder who scores less than 70 points will not be evaluated further for price and Specific Goals.

TERMS OF REFERENCE
APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER VARIOUS
TRAININGS ALIGNED TO THE PROVINCIAL ECONOMIC SECTORS FOR A PERIOD
OF 3 YEARS (36 MONTHS)

1. BACKGROUND AND CONTEXT

There is a concern in South Africa about the economy and its ability to achieve the inclusive growth that will enable serious reductions in unemployment and poverty. Education and skills levels are a key enabler of economic growth. Highly skilled people create jobs and suitably skilled people can be absorbed into employment when jobs are created. Entrepreneurs also create jobs, particularly when the entrepreneurs are themselves skilled. Skilled people can become self-employed and form income generating entities that sustain livelihoods and expand to provide employment opportunities. In addition, in an environment of accelerating structural change in the economy, people with skills are more likely to be able to adapt to the changing needs of the economy and thereby remain in employment.

Currently, the South African labour market is characterised by low levels of education and skills. Many of those leaving formal education do so without adequate foundational education. Those entering the labour market with acceptable levels of education (Matric or a Bachelor degree for example, but also occupational qualifications at various NQF levels) are viewed by employers as not being adequately prepared for the world of work. The cause of this problem is twofold. First, problems within the schooling system mean that the foundational education base is low. Second, the skills system is not performing well. It is generally viewed as not providing the skills needed by the different economic sectors. A very large proportion of young people are now unemployed and not engaged in education or training and this is a major problem.

Many of these young people are in disadvantaged areas, including rural areas where opportunities are in any case limited. Both the education and training and the skills systems are failing the youth of this country. Even when access to education and training

opportunities are obtained, dropout rates at our education and training institutions and in vocational programmes remain high and throughput rates and work placements low. Whilst the reasons for this are complex and include socio-economic and historical challenges that are not the responsibility of the education and training system alone, there is general agreement that the education and training system could do better with the available resources.

The National Skills Fund (NSF) was originally set up as the main institution responsible for addressing the skills development needs of the informal economy and the unemployed. This was intended to complement the role of other government agencies and departments, such as the Department of Trade and Industry. In more recent years, many SETAs have taken on this developmental role.

The Mpumalanga Economic Growth and Development Plan (MEGDP) reveals that the majority of the population of Mpumalanga is the youth. This confirms that the province has a sizable labour pool, although the challenge is the skills factor. The MEGDP hopes to undertake a drive to skill this pool through reviving the FTE colleges and reform their curriculum to respond to the needs of the provincial economy. Some of the measures include utilising industry's facilities. The University, tertiary hospital, colleges of agriculture, and restructured MRTT all provide opportunities for skills development. The province plans to shift towards the knowledge economy.

The MEGDP suggests the need for incentive packages for companies operating in the province and those that seek to invest in Mpumalanga that employ/absorb/skill the local labour pool particularly youth and women.

The following are some of the sector specific HRD opportunities identified in the province;

- a. Agro - processing,
- b. Agro - products,
- c. Infrastructure Development,
- d. wood products,
- e. Tourism,
- f. SMME arts and crafts,
- g. Services (e.g., wholesale, banking, insurance, security, repair and maintenance, etc.),
- h. Stainless steel,
- i. Chemicals and chemical products
- j. Economic Indicators

Water reclamation environmental rehabilitation, animal /crop science and further opportunities include:

- The availability of SETA funding to drive skills development in the province e.g. through learnerships. Both the funding for capacity building and the required legislative framework exist.

The Province plans to position itself to benefit from these opportunities by implementing key skills development programmes around these areas. The HRD strategy takes into account these strategic demands and shapes the HRD model that best suits these demands. In addition, the National Skills Fund, (NSF), Innovation Fund (NRF), and SETA project funding initiatives are human resource development funding windows that have been identified and require equal levels of coherency focus and provincial coordination to maximise the gains for the province

The NKOMAZI SEZ provides an opportunity to change the economic landscape of the region by allowing communities members have their skills developed with an intention of providing job opportunities. This will assist to improve the skills of the Ehlanzeni's workforce (skills needs of industry / economic sectors) through a plan which will identify the scarce skills requirement for the district and advance measures to breed those skills

working hand in hand with industries especially the investors that have shown interests to invest in the NSEZ, which have identified specific skills to sustain their businesses.

This opportunity presented by the NSEZ investors is centered on sustainable human development paying special focus on the following:

- i. Artisan programs and technical skills development,
- ii. Building a critical mass of skills,
- iii. Entrepreneurial, SMME and Cooperative skills development
- iv. Trade skills and higher-level skills development for industry needs
- v. Emphasize skills development and certified training (work with industry to mentor & match skills with economic requirements)

NKOMAZI SEZ is also planning to assist communities within the Nkomazi Municipality, Ehlanzeni and the other municipality to benefit from these interventions and programmes.

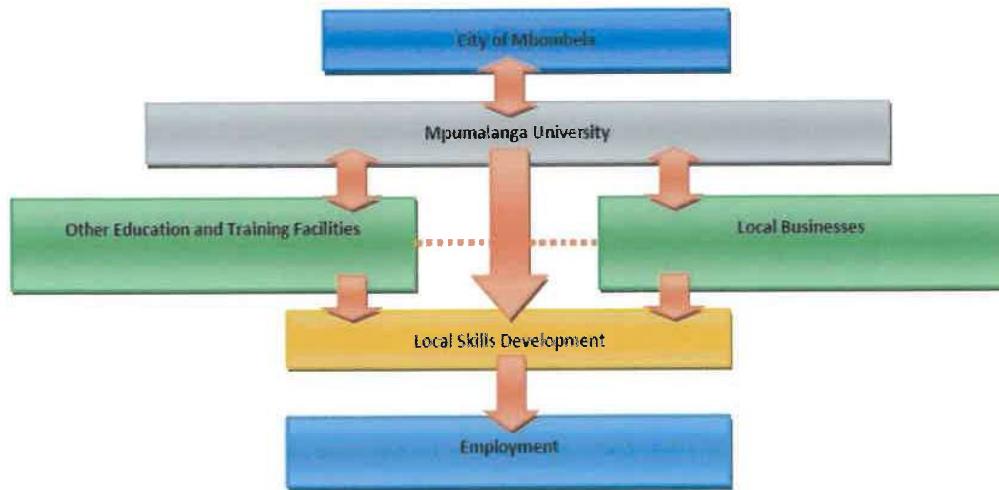
The District Municipality is a Category C municipality situated in the north-east of the Mpumalanga Province. It makes up just over a third of the province's geographical area. The district is comprised of four local municipalities: Bushbuckridge, City of Mbombela, Nkomazi and Thaba Chweu. The municipality covers an area of 27 896km².

Mbombela (previously Nelspruit) is the capital of Mpumalanga, situated in the City of Mbombela Local Municipality, which is also the home of the Mpumalanga Provincial Government and, as a result, is the most concentrated economic hub within the province.

It features three border gates to both Swaziland and Mozambique (Matsamo, Komatipoort and Mananga border gates) and, therefore, movement of people from neighbouring countries to the district, and from Gauteng to either Swaziland or Mozambique, creates a catalyst for the economic life of the area.

The district has the following Cities/Towns: Barberton, Emoyeni, Entokozweni, Graskop, Hazyview, Kaapschehoop, Kabokweni, Kanyamazane, Komatipoort, Luphisi, Lydenburg, Malalane, Marloth Park, Mashishing, Matsulu, Mbombela, Mpakeni, Msogwaba, Ngodwana, Pilgrim's Rest, Sabie, Sabie Park, Skukuza, Tekwane, White River.

Skills Development Framework for Ehlanzeni (IDP)



Provide a brief background and context of the proposal. This should include a description of key economic and social challenges the proposed project relates to (skills supply, employment trends, transformation issues etc.). Include details of sector opportunities, sector macro policies/strategies in place to support growth and employment creation.

As shown below, Ehlanzeni has the highest unemployment rate of the three districts in Mpumalanga. It also has the highest poverty rate.

The levels of inequality even up with Gert Sibande and the District average-but this is by no means acceptable. The skills development strategy is expected to respond to the high levels of inequality, poverty and the slow growth.

- **Economic Indicators**

INDICATOR	EHLANZENI	GERT SIBANDE	NKANGALA	MPUMALANGA
Growth rate	2%	1.5%	1%	2%
Unemployment rate	31.4%	26.2%	28.9%	32.3%
Poverty rate	47%	40%	36%	42%
Gini coefficient	0.61	0.61	0.60	0.61

Source: Community Survey (2016)

On comparative advantages, this strategy will consider skills gaps in agriculture, manufacturing (timber/forestry) mining and tourism, all of which form the comparative advantages of the District as illustrated below.

- **Three Districts' Comparative Advantages**

District Comparative advantages		
Ehlanzeni	Gert Sibande	Nkangala
Agriculture: Subtropical fruit and sugarcane	Manufacturing: petrochemical industry	Coal mining and electricity generation
Gold and Chrome mining	Agriculture: crop and livestock farming	Manufacturing: metals fabrication
Tourism: Scenic views	Coal mining and electricity generation	Tourism and agriculture: Trout triangle
Forestry	Forestry	Agriculture: crop and livestock farming

Stats SA 2016 (Community Survey)

Turning to Grant subsidies, poverty headcount and intensity of poverty, as shown in the following table, grants play a major role in supplementing the income of the District residents.

And while poverty head count has decreased slightly in the District between 2011 and 2016, the intensity has increased during the same period in the District as well as in all local municipalities.

2. PURPOSE

To establish a panel of credible service providers that will provide training services to NKOMAZI SEZ for various training and related professional interventions listed below for a period of 36 months as and when required.

2.1 Key Objectives

The objectives of the project are to skill/re-skill learners across the NKOMAZI SEZ depending on identified needs. The skilling involves the following:

- (a) Assist the Nkomazi SEZ to secure training funding from relevant SETAs.
- (b) Identify legitimate beneficiaries for enrolment into the programme assisted by the municipality.
- (c) Develop assessment criteria for the beneficiaries and facilitate recruitment to the programme.
- (d) Guide the assessment and approval processes that will facilitate the placement of beneficiaries to the programme.
- (e) Provide accredited training as expected by the Department of Higher Education and Training.
- (f) Secure workplace readiness for the intended beneficiaries upon conclusion of the programme, assisted by the municipality.
- (g) Conduct monitoring and site visits at all learners' workplaces.
- (h) Facilitate trade tests for learners according to tasks required for the relevant trade.
- (i) Develop a support mechanism for learners who are yet to become competent for absorption into the workplace.
- (j) Provide necessary aftercare services to beneficiaries and partners.

Organisations

- (k) Identify and manage project risks through all the project stages
- (l) Conduct ongoing stakeholder consultations.
- (m) Account for all project resources.

2.2 Contract Period

The contract will be for a period of 36 months (3 years).

2.3 Target group

NKOMAZI SEZ, SMMEs, Cooperatives, Unemployed Youth, Farmers and the general community of Nkomazi, Ehlanzeni and other municipalities depending of the needs identified.

2.4 Expected Deliverables

The accredited Skills Development Providers will be required to:

- Develop training roll out plan
- Comply with the accreditation requirements from the relevant ETQA body
- Attend and provide report/feedback to the Skills Development Facilitator
- Compile and submit required learner documents as per Nkomazi SEZ requirements and liaise with the Project Manager regarding submission of monthly and quarterly reports.
- Learner enrollments and certification in line with the National Learner Record Database (NLRD) requirements
- Completing of attendance registers for all the interventions engaged for
- Where accredited training is provided: conduct all formative and summative assessments and generate report
- Moderate assessments as per ETQA body requirements
- Regular meetings with NSEZ including Accounting Officer and CFO on progress of the project
- Conduct learner induction sessions and provide necessary support to learners in collaboration with NSEZ.
- Up-load learner enrollments and achievements on a learner management system (LMS) compliant to relevant SETA/NLRD specification.

- Contract management: provide NSEZ with the required compliant claiming documents as per the contract

Training provider must submit:

- 1 (One) Tender SBD documents submission and relevant copies.
- 1 (One) Technical proposal but indicating all the interventions applied for and standard roll out strategy(ies) for the chosen interventions.
- Where solicited interventions have an accreditation, only Skills Development Providers accredited to offer the listed qualifications will be considered.
- Are you accredited for any below qualification(s), if yes, please provide proof of valid Accreditation certificate or Letter. Failure to provide will result in disqualifications.
- Bidders will only be appointed for qualifications that they have applied for and/or are accredited for
- If new qualifications are introduced in the 36 Months, the NSEZ will allocate to the panel provided that the skill development provider is accredited to provide such qualification.
- Bidders are only required to tick/indicate the qualification that they are applying for (as accredited)
- Accreditation by the relevant SETA/QC preferably all of the following qualifications.

PERSONNEL SCHEDULE

Job Description	Non-Local	Local
Project Leader		
Facilitator 1		
Facilitator 2		
Facilitator 3		
Facilitator 4		
Facilitator 5		
Facilitator 6		
Facilitator 7		
Facilitator 8		
Facilitator 9		
* Other		

*** To be filled in by Tenderer – Attach CVs**

Signed Date

Name Position

Tenderer

**SCHEDULE OF WORK SATISFACTORILY
CARRIED OUT BY THE TENDERER**

The following is a statement of **similar work** successfully executed by myself/ourselves:

Employer, contact person and telephone number	Description of Contract	Value of Work Inclusive of VAT (Rand)	Date Completed

*** To be filled in by Tenderer – Attach resource work for the company and projects completed.**

Signed Date

Name Position

Tenderer

The tenderer shall submit a bank rating letter from their financial institution. The bank letter should be specific to this project and not older than 30 days. This will be assessed against Bank ratings as follows:

FINANCIAL REFERENCE	Bank Rating	Tendered Goal
Undoubted for the amount	A	5
Good for the amount	B	5
Adequate – Good for the amount strictly in accordance with business	C	5
Poor – Reasonable business risk	D	0
Inadequate and risky	E	0
Contractor's letter of intent from a registered financial institution of guarantor in the amount of 10% for surety	F	0

Authorisation to NKOMAZI SEZ to obtain reference from the financial institution

(If the bidder is a Joint Venture or partnership, the information requested below is required for each member / partner)

I/We hereby authorize the Employer to approach all or any of the following banks for the purposes of obtaining a financial reference:

DESCRIPTION OF BANK DETAIL	BANK DETAILS APPLICABLE TO BIDDER
Name of Bank	
Contact Person	
Branch Name	
Branch Code	
Street Address	
Postal Address	
Telephone Number	
Account Number	
Account Type	

Signed Date

Name Position

Tenderer

DECLARATION OF MUNICIPAL ACCOUNTS

Please note that this declaration must be completed by ALL bidders

1. I, the undersigned, hereby declare that the signatory to this tender document is duly authorised and further declare:

- (i) that at the closing date of the bid, no municipal rates and taxes or municipal service charges owed by the bidder or any of its directors/members, to any other municipality
- (ii) or Municipal Entity, are in arrears for more than three (3) months.

2. The following account/s of the bidding entity has reference:

Directors/shareholders/ Partner	Physical address of the Business	Municipal Account No.	Physical residential address of the Director / Shareholder / Partner	Municipal Account No.

(NB: If insufficient space above, please submit on a separate page.)

3. If no municipal rates and taxes or municipal charges are payable by the bidding entity, indicate the reason(s) for that in the space below by means of a tick next in the relevant block

Bidding entities who operate from informal settlements / rural community without formal services	
Bidding entities who operate from a property owned by a director / member / partner	
Bidding entities who rent premises from a landlord	
Other (Please specify)	

*Attach to the relevant section of this tender a copy of the Lease Agreement together with proof of payment for services to a third party and a letter of clearance from the relevant Municipality with regards to the bidder's payment for municipal rates and taxes, relevant proof of that the bidder is operating from an informal settlement or rural community without formal services.

Signed at.....this.....day of..... 20... Name of Duly
Authorised

Signatory: (Please print)

.....

SIGNATURE: _____ DATE: _____

WITNESS No. 1 _____ DATE: _____

WITNESS No. 2 _____ DATE: _____

COMPETENCE ACHIEVEMENT SCHEDULE AND FUNCTIONALITY EVALUATION

Firstly, the assessment of quality will be done in terms of the evaluation criteria and the minimum threshold of **70** points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality.

NB: A standard roll-out plan (s) must be submitted for the selected interventions

- a) Bidders/Respondents must **score at least 70** points to be selected into the panel.
- b) The evaluation of service provider's responses will be evaluated in accordance with the criteria below.

Summary of evaluation criteria:

Item	Evaluation Criteria	Maximum Points
01	Project Plan (<i>Roll out/Implementation/Methodology</i>)	20
02	Service Provider experience (<i>Provide certified copies of appointment letters or purchase orders not later than five years and each appointment letter or purchase order will be allocated five (5) points</i>)	30
03	Company Profile (<i>National Track Records, Organizational Organogram indicating the team including Administrators and References</i>)	10
04	Human Resource Capacity (<i>Provide CVs of key personnel and their academic qualifications – The project leader or manager must have a postgraduate qualification and all academic certificate must be certified to be eligible for point scoring</i>)	35
05	Financial Reference and Capacity (<i>Provide a banking rate issued by a commercial bank and any rating above “C” will be allocated maximum of points</i>)	5
Total		100

3.TECHNICAL EVALUATION CRITERIA

Subject/Category	Criteria	Points
	Roll Out/Implementation Plan	Maximum 20 Points
1.Project Plan	<p>a. Background and Context:</p> <ul style="list-style-type: none"> - Bidder/s must provide a brief background and context of the proposal. - Project objectives and target beneficiaries. <p>b. Bidder/s must provide detailed approach in which the project will be implemented under these three phases/milestones 1) Planning 2) Execution and 3) Closure and therefore, the project roll-out /implementation plan must include:</p> <p>c. Deliverables at each phase, in sequential order</p> <ul style="list-style-type: none"> i. Timeframe required to achieve the deliverables ii. Approach towards Training Facilitation/Assessment/ Moderation/Evaluation and Gap training in the case of RPL, Trade Testing for Apprenticeship/Artisan. iii. Availability of Learning, Training and Assessment Materials. iv. Stakeholders Analysis and Management v. Risks and Constraints vi. Monitoring and Reporting of the project vii. Project Closure/Statement of Results/Certification and (Exit Strategy and or Sustainability for learners) 	

Scoring:

Description	Points
Information on roll- out/implementation plan not provided/Irrelevant information/not detailed as per above	0
Bidder/s has provided basic information on roll- out/implementation plan (<i>Basic refers to: Bidder has provided items between 1-4 of the roll-out/implementation plan as per above</i>)	5
Bidder/s has provided partial/sufficient information on roll-out/implementation plan (<i>Partial information refers to: Bidder has only provided between 5 to 8 of the of the roll- out/implementation plan as per above.</i>)	10
Bidder/s has provided a comprehensive and detailed information on roll-out/implementation plan (<i>Comprehensive and detailed information refers to bidders has provided all nine (9) items of the roll-out/implementation plan as per above.</i>)	20

2. Company Profile	Track Records and References	Maximum 10 Points								
	<p>d. Track Record</p> <p>e. Bidder/s must provide company profile detailing previously completed projects relating to the interventions they have applied for, or previously related projects completed, names of companies, duration of the projects, results and successes achieved in terms of completion.</p> <p>i. The bidder without track record, must submit a joint venture memorandum of agreement with an experienced SDP in the qualification applied; provide the track record of the joint venture partner; and submit their accreditation letter of the qualification applied.</p>									
	<p><i>Scoring:</i></p> <table border="1"> <thead> <tr> <th>Description</th><th>Points</th></tr> </thead> <tbody> <tr> <td>None submission of the required organogram and profile and demonstrating previous completed projects</td><td>0</td></tr> <tr> <td>Bidder submitted company profile where they completed minimum of two projects</td><td>5</td></tr> <tr> <td>Bidder submitted company profile with organogram indicating where they completed minimum of three projects</td><td>10</td></tr> </tbody> </table>	Description	Points	None submission of the required organogram and profile and demonstrating previous completed projects	0	Bidder submitted company profile where they completed minimum of two projects	5	Bidder submitted company profile with organogram indicating where they completed minimum of three projects	10	
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None submission of the required organogram and profile and demonstrating previous completed projects	0									
Bidder submitted company profile where they completed minimum of two projects	5									
Bidder submitted company profile with organogram indicating where they completed minimum of three projects	10									
	<p>f. Reference</p> <p>Bidders must attach certified copies of reference letters.</p> <p>The bidder must provide three (3) references of similar work done in a municipality in the past three (3) years (Reference letters are deemed valid when they are for the work done in the past three (03) years and are for the projects listed on the company profile as per criteria above)</p>									
	<p><i>Scoring:</i></p> <table border="1"> <thead> <tr> <th>Description</th><th>Points</th></tr> </thead> <tbody> <tr> <td>None submission or submission of contactable reference letters with irrelevant experience</td><td>0</td></tr> <tr> <td>Bidder has submitted between 1- 2 valid contactable references letters in training service in local government.</td><td>10</td></tr> </tbody> </table>	Description	Points	None submission or submission of contactable reference letters with irrelevant experience	0	Bidder has submitted between 1- 2 valid contactable references letters in training service in local government.	10			
Description	Points									
None submission or submission of contactable reference letters with irrelevant experience	0									
Bidder has submitted between 1- 2 valid contactable references letters in training service in local government.	10									

	Bidder has submitted 3 or more valid contactable references letters in training service in local government.	20													
3. Service Provider Experience	Service Provider relevant experience Provide certified copies of appointment letters or certified copies of purchase orders for the past five years and certified copies of reference for the past five years in local government sector (municipalities or municipal entities) and each appointment letter or purchase order will be allocated three (3) points and reference letter will be allocated (2) points.	Maximum 30 Points													
4. Human Resource Capacity	Key Personnel a. Project Leader The bidder must submit a comprehensive CV of a project manager/Team Leader demonstrating a minimum of ten (10) years' experience in Project Management in the public sector with a specific reference to training . The Project Leader must be Accredited Education Training and Development Practitioner with at Least 2 relevant Masters Degrees. NB: Certified copies of all academic qualifications that are not older than three (3) months must be submitted. <i>If no qualifications submitted, it's an automatic zero.</i> Scoring: <table border="1"> <thead> <tr> <th>Description</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Non submission of information/Project leader has irrelevant experience to the requirement. Non submission of qualifications.</td> <td>0</td> </tr> <tr> <td>Master's degree with 10 years of experience</td> <td>15</td> </tr> <tr> <td>Master's degree with 5-9 yrs experience</td> <td>10</td> </tr> <tr> <td>Accredited company with 3-5 years and above experience</td> <td>10</td> </tr> <tr> <td>Accredited company with 1-2 years of experience</td> <td>2</td> </tr> </tbody> </table> b. Two Facilitators/ETD Practitioners with relevant Master's degree and SETA/Professional Accreditations. i. List of 2 Facilitators with 5 years' experience, Registered Assessors/Registered Moderators and Mentors for the qualifications applied for. ii. ETD Practitioners must have a relevant Master's Degree in line with interventions applied for. Practitioners' CVs and accreditations with relevant SETA/professional bodies must be submitted as proof. Certified copies of academic qualifications	Description	Points	Non submission of information/Project leader has irrelevant experience to the requirement. Non submission of qualifications.	0	Master's degree with 10 years of experience	15	Master's degree with 5-9 yrs experience	10	Accredited company with 3-5 years and above experience	10	Accredited company with 1-2 years of experience	2	Maximum 35 Points	
Description	Points														
Non submission of information/Project leader has irrelevant experience to the requirement. Non submission of qualifications.	0														
Master's degree with 10 years of experience	15														
Master's degree with 5-9 yrs experience	10														
Accredited company with 3-5 years and above experience	10														
Accredited company with 1-2 years of experience	2														

maybe be requested upon appointment.
 iii. Curriculum Vitae (CV) of the ETD Practitioners with at least 5 years' experience for the interventions applied for.

Scoring:

Description	Points
List of ETD practitioners with qualifications and CVs not provided/Submission of Irrelevant CVs/Profiles/ CV's less than one years	0
Bidder/s has provided partial information on ETD practitioners, CVs/Profiles and Accreditations with less than a Master's Degree. (<i>Partial refers to bidders who only list the names of practitioners but did not submit CVs/profiles, Accreditations and experience is between one (1) to four (4) years' experience.</i>)	5
Bidder/s has provided a comprehensive and detailed information on all required ETD practitioners, with a Master's Degree and Proven 5 Years' experience in the Interventions applied for.	10

b. Three Facilitators/ETD Practitioners with Bachelor's Degrees and SETA/Professional Body Accreditations

- i. List of 3 ETD Practitioners with 5 years' experience, Registered Assessors/Registered Moderators and Mentors for the qualifications applied for
- ii. ETD Practitioners must have a relevant Bachelor's Degree in line with interventions applied for. Practitioners' CVs and accreditations with relevant SETA/professional bodies must be submitted as proof. Certified copies of academic qualifications maybe be requested upon appointment.
- iii. Curriculum Vitae (CV) of the ETD Practitioners with at least 5 years' experience for the interventions applied for.

Description		Points	
	List of ETD practitioners with qualifications and CVs not provided/Submission of Irrelevant CVs/Profiles/ CV's less than one years	0	
	Bidder/s has provided partial information on ETD practitioners, CVs/Profiles and Accreditations with less than a Bachelor's Degree. <i>(Partial refers to bidders who only list the names of practitioners but did not submit CVs/profiles, Accreditations and experience is between one (1) to four (4) years' experience</i>	5	
	Bidder/s has provided a comprehensive and detailed information on all required ETD practitioners, with Bachelors' Degrees and Proven 5 Years' experience in the interventions applied for	10	
5. Financial Reference	Bank rating of "C" and above allocated maximum point of 5 and less than "C" no points to be allocated.		Maximum points 5
<ul style="list-style-type: none"> NKOMAZI SEZ might conduct physical verification and assessment to all bidders who score 70 points and more to ensure Infrastructure, Systems and Materials are readily available to deliver Learning as outlined in the scope of work. Only proposals meeting the Stipulated Minimum Threshold of 70 points for Phase 1 of the Functionality Evaluation will be considered for due diligence and short listing to the Panel. 			

Signed Date

Name Position

Tenderer

PRICING INSTRUCTIONS

- PRICES SUBMITTED FOR THIS BID WILL BE REGARDED AS NON-FIRM CONSISTING OF FIRM PRICES AT DATE OF BID SUBJECT TO ADJUSTMENT(S) IN TERMS OF THE FOLLOWING FORMULA, DEFINED AREAS OF COST AND DEFINED PERIODS.
- BIDDERS MUST COMPLETE THE SECTION “NON-FIRM PRICES SUBJECT TO ESCALATION” IF APPLICABLE AND/OR THE SECTION “PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS” IF APPLICABLE. WHERE NEITHER OF THESE SECTIONS ARE COMPLETED, THE UNIT PRICES ARE DEEMED “FIRM UNIT PRICING”
- IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT.
- PRICE QUOTED IS FULLY INCLUSIVE OF ALL COSTS INCLUDING DELIVERY TO THE SPECIFIED NKOMAZI SEZ AND INCLUDES VALUE-ADDED TAX, PAY AS YOU EARN, INCOME TAX, UNEMPLOYMENT INSURANCE FUND CONTRIBUTIONS, AND SKILLS DEVELOPMENT LEVIES.
- DETAILED INFORMATION I.E. COSTED BILL OF QUANTITIES IS OPTIONAL AND IS PROVIDED AS ANNEXURE TO THE DETAILS PROVIDED.
- THE NKOMAZI SEZ ACCEPTS NO CHANGES, EXTENSIONS, OR ADDITIONAL AD HOC COSTS TO THE PRICING CONDITIONS OF THE CONTRACT ONCE BOTH PARTIES HAVE SIGNED THE CONTRACT.
- THE AMOUNT SHOULD BE INCLUSIVE OF RATES AND TAXES

- SCHEDULE OF PRICES SHALL BE COMPLETED AND SIGNED IN BLACK INK. CORRECTIONS MUST BE DONE BY DELETING, REWRITING AND INITIALING NEXT TO THE AMENDMENT. NO CORRECTION INK IS PERMITTED IN THE DOCUMENT.
- GUARANTEES, WARRANTIES AND REPLACEMENT MUST BE INCLUDED
- PRICING IS SUBJECT TO THE ADDITION OF PREFERENCE POINTS AS STIPULATED IN BELOW – STANDARD BIDDING DOCUMENT 6.1 PREFERENCE CLAIM FORM.
- WHERE QUANTITIES AND/OR SERVICES ARE REQUIRED AS AND WHEN NEEDED, THE ESTIMATION PRICE MODEL BELOW APPLIES (THE QUANTITIES PROVIDED ARE FOR QUOTING PURPOSES ONLY)
- THE NKOMAZI SEZ UTILIZES THE FOLLOWING PRICE MODEL TO MODEL THE ELEMENTS THAT ARE NOT CERTAIN AT TIME OF PRICING TO ALLOW FOR A FAIR, COMPARABLE, AND OBJECTIVE PRICE COMPETITION LEADING TO THE AWARD OF THIS CONTRACT. THE ACTUAL USAGE DURING THE MANAGEMENT OF THE CONTRACT DETERMINES THE FINAL CONTRACT VALUE.
- BID PRICE IN RSA RAND (ALL APPLICABLE TAXES INCLUDED)
- FOREIGN EXCHANGE RISK IS FOR THE ACCOUNT OF THE BIDDER

BILLS OF QUANTITIES

The cost per learner according to each programme must be an inclusive rate comprising the following components:

- Course material
- Training
- Assessment
- Moderation, and
- Certification

Qualification Level	Quantit y	Cost Per Head VAT Excl	Cost Per Head Vat Incl
NQF Level 1	1		
NQF Level 2	1		
NQF Level 3	1		
NQF Level 4	1		
NQF Level 5	1		
NQF Level 6	1		
SUB-TOTAL			
VAT @ 15%			
TOTAL COST			

4. CONFIDENTIALITY

This RFP and all information in connection therewith shall be held in strict confidence by interested parties, and usage of such information shall be limited to the preparation of the RFP.

5. APPOINTMENT OF A PREFERRED BIDDER(S)

Subject to the provisions of the NKOMAZI SEZ Supply Chain Management Policy, NKOMAZI SEZ reserves the right to:

- Appoint one or more bidder(s) to provide the required service
- Where applicable, negotiate the final fee with the preferred bidder(s)

6. BID VALIDITY PERIOD

The bid is valid for 90 days

7. ENQUIRIES

Enquiries related to this RFP may be addressed via email on or before **06 February 2026** and the time as indicated below:

All Supply Chain Management enquiries must be directed to:

Ms BN Mahlalela
Nkomazi SEZ
Supply Chain Management Unit
SCM@mega.gov.za

8. CLOSING DATE AND TIME

Time: 12h00 pm South African

Date: 16 February 2026

9. COMMUNICATION OF SUCCESSFUL AND UNSUCCESSFUL BIDDERS

The result of this bid will be advertised in the Mpumalanga Tender Bulletin. Unsuccessful bidders to consider their bids as unsuccessful as per the advertised results on the Mpumalanga Tender Bulletin.

10. METHOD AND PLACE OF SUBMISSION

All the Bid documents together with the supporting documents must be submitted on a sealed envelope, marked with the Name of bidder, Bid number, Bid description, and closing date, and be deposited in the tender box as per the closing date and time per bid above. The address is as follows:

MEGA OFFICES
Supply Chain Management Unit
Mega Riverside Office
02 Eastern Blvd
Riverside Mall,
1200

All bidders are requested to submit the documents in two [2] formats, namely, one [1] original hard copy and one [1] soft copy (memory stick).

11. CONDITION OF THE BID

An Engagement Letter will be signed before work commences.

The proposed key staff members must participate actively and be available to perform services under a signed Service Level Agreement (SLA) and the engagement letter. In instances where a proposed key staff member is not available to perform services at a specific period, the bidder will be responsible for providing a replacement with similar or equivalent qualifications and experience in order to guarantee the same standard of work as the **NKOMAZI SEZ**. Each team member's role must be clearly outlined in the project plan.

- a. **NKOMAZI SEZ** reserves the right to vet all qualifications and other documentation provided by the service provider to prove relevant qualifications, experience, and expertise before the acceptance of the service provider's approval.
- b. Copyright and intellectual property rights to all documentation, reports, etc. that emanate from this assignment will be vested with **NKOMAZI SEZ**.
- c. This project and all contracts emanating will be subject to the General Conditions of Contract issued under Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to those of the General Conditions of Contract. Where the Special Conditions of Contract conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- d. NKOMAZI SEZ has the right to conduct supplier due diligence before the final award or at any time during the contract period.
- e. The service provider must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.
- f. The award of this project may be subject to price negotiation
- g. This project is subject to the PP Regulations 2022 and preference will be given to respondents who comply with the NKOMAZI SEZ's Procurement Policy and Procedures.

SECTION 2: RESPONDENT INFORMATION

SECTION 2: RESPONDENT INFORMATION

(To be completed by Respondent)

Respondent Information

1. Name of company: _____

2. Company registration number: _____

3. Address of company:
Postal Address: _____ Street Address: _____

Company's internet address: _____

4. Contact person:

Name: _____

Designation: _____

Telephone number: _____

Fax number: _____

5. Names of the directors of your company:

Name: _____ Designation: _____

6. Total number of Employees: _____

7. Declaration:

The information supplied in this document is correct and complete to the best of my knowledge and accurately reflects the capability of:

Company name _____

Signature _____

Date _____

Name _____

This BID is signed in my capacity as: _____

LOCALITY OF CONTRACTOR'S OFFICES

The Tenderer should clearly indicate the locality of his office and attach proof to this page of the locality.

COMPANY INFORMATION:

HEAD OFFICE		
Physical address Building: Street: Suburb: City/Town: Province District/Metropolitan Council: Local Municipality:		
Postal address		
Telephone no.	E-mail	
If subsidiary company- state name of holding company		

DETAILS OF BRANCH OFFICES:

BRANCH OFFICE (The office submitting the bid)		
Physical address Building: Street: Suburb: City/Town: Province District/Metropolitan Council: Local Municipality:		
Postal address		
Telephone no.	E-mail	
If subsidiary company- state name of holding company		

SIGNED: _____

DATE: _____

NAME: _____

POSITION: _____

TENDERER: _____

SECTION 3: TERMS AND CONDITIONS

SECTION 3: TERMS AND CONDITIONS

(To be read very carefully by respondent)

Standard Conditions for Request for Proposals

1. INTERPRETATION AND DEFINITIONS

1.1 Definitions

The expressions defined below shall have the meaning hereby assigned to them unless inconsistent with the context of a particular proposal, agreement, contract, or order.

1.1.1 “Entity”: Nkomazi Special Economic Zone

1.1.2 “Closing date”: the date and hour specified in the document

2. REQUEST FOR PROPOSAL INVITATION

2.1 Request for Proposal Preparation

All costs in the preparation, presentation, and demonstration will be on account of the interested parties. All supporting documentation and manuals submitted in response to this request for proposal(s) will become “company’s” property unless otherwise stated by the interested parties at the time of submission.

2.2 Confidentiality

The information obtained through this request for proposal(s) will be regarded as confidential; however, NKOMAZI SEZ does not accept liability for any information that may become public.

2.4 Samples

Interested parties may, as part of their response, submit samples, brochures, or documentation of the products supplied by the interested parties. Samples, brochures (printed and digital) and documentation submitted will be returned to the interested parties only on request.

3. REQUEST FOR PROPOSALS

3.1 Document requiring completion and return

Interested parties must complete and submit the following documents as part of their response:

- a. Prescribed request for proposal documents
- b. Completed and signed SBD documents (SBD1, 4,6.1)
- c. General conditions of contract
- d. Any information required in the request for proposal

3.2 Amendment of documents by NKOMAZI SEZ

NKOMAZI SEZ may, at any time before the deadline for lodging the request for proposal(s), amend the documents or extend the time for lodging documents by writing to the prospective Interested parties. (Any amendments under this clause will become part of the request for proposal(s)).

4. PREPARATION OF REQUEST FOR PROPOSAL(S)

4.1 Language of documents

The request for Proposal and all correspondence and documents related to the request for proposal(s) exchanged by the interested parties and NKOMAZI SEZ shall be written in English.

5. SUBMISSION OF REQUESTS FOR PROPOSAL(S)

5.1 Address and marking of requests for proposal(s)

All requests for Proposals must be:

- a) Enclosed in a plain envelope or wrapping marked with the request for proposal(s) number specified on the document.

- b) Lodged to ensure that they are received not later than the closing time and date specified for their receipt by directives issued with the document.

5.2 Number of copies required

The interested parties must submit 1 original copy and 1 soft copy (memory stick).

5.3 Closing date

All requests for proposal(s) close on the date and time indicated in the document.

5.4 Late submissions

Requests for proposals are late if they are received at the address indicated in the document after closing time and date. NKOMAZI SEZ will not consider any late request for proposal (s).