

INCLUSIVE EDUCATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
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1. SPECIFICATION

Ref No: 2025/08/1304

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

QUALIFIED AND INTERESTED SERVICE PROVIDERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR TOOLS OF TRADE FOR SPEECH-LANGUAGE THERAPISTS FOR SCREENING AND ASSESSMENT OF LEARNERS WITHIN THE EASTERN CAPE DEPARTMENT OF EDUCATION

The Directorate: of Inclusive Education has identified a need for speech-language therapy working tools for district-based speech-language therapists. The speech-language therapy working tools will be managed by Speech-Language Therapists employed at District Offices. The Eastern Cape Department of Education, therefore, seeks to contract Service Providers who will provide speech-language therapy tools to assess learner's speech and language attending special schools and mainstream schools across the province.

3. PLANNED TO PURCHASE WORKING TOOLS FOR SPEECH-LANGUAGE THERAPISTS

Purpose of Speech Language Therapy Tools of trade:

These tools of the trade will be critical for the screening and assessment of learners with learning barriers as a result of communication impairment. Some of these tools will require two-day training to be able to operate these tools. This will facilitate and increase the number of learners who receive communication devices across the province and therapeutic intervention. This is in line with the SIAS policy, which ensures that all learners must be Screened, Identified, Assessed and Supported.



4. TERMS OF REFERENCE

1. The Speech Language Therapy Working Tools will be provided to Speech Language Therapists working at the district level within the Eastern Cape Department of Education.
2. The Service Provider must provide Speech Language Therapy Tools/Material according to the specifications above.
 - 2.1 Formal and Informal Speech Language Therapy Test Materials or Tools as outlined below.
 - 2.2 Where online licenses are required, the service provider must provide the licenses.
 - 2.3 The service provider must be knowledgeable about the required materials or tools, particularly in the field of Speech-Language Therapy.

5 EXCLUSION CRITERIA


- The service provider must have the capacity to provide on-site or virtual training for test materials that need training before use.
- The service provider must be able to provide online or telephonic support with Speech Language Therapy experience.
- The service provider must have the knowledge and experience of the Eastern Cape Province.

SPECIFICATION	QUANTITY
1. TACL- 4 - The Test for Auditory Comprehension of Language-Fourth Edition	7
2. THE ROSETTI – INFANT- TODDLER LANGUAGE SCALE	7
3. DEAP - The Diagnostic Evaluation of Articulation and Phonology	7
4. Peabody language development kits – revised card deck	7
5. TOLD P – Test of Language Development – 5 th edition	7
6. TILLS - The Test of Integrated Language & Literacy Skills	7
7. AAC Resource Manual	20
8. CELF 5 - The Clinical Evaluation of Language Fundamentals	5
9. Scan 3C: Test of Auditory Processing Disorder for Children	7
10. Boardmaker 7	7
11. Expressive One Word Picture Vocabulary Test 4 (EOWPVT-4)	7
Total number of Tools of Trade for Speech Language Therapists	77



NB:

- The Department will allow the Service Providers to respond and forward quotations through the website of the Department within the period of 7 working days.

Directorate	Name & Extension	Responsibility Manager	Signature	Date
Inclusive Education	T. SCOTCH Tel :040-608 4076/4219	Approved Not Approved Putter L		12/06/2025

1. REQUIREMENTS / CONDITIONS

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

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



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10. Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT

Vendor.

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2. SUBMISSION OF QUOTATIONS

- a. **NB: Quotations Should be hand delivered at Steve Vukile Tshwete Complex. Zone 6. Zwelitsha at the Main Building to a SILVER GREY TENDER BOX next to the Security Guard.**
- b. **NB NO FAXED NOR EMAILED QUOTATION WILL BE ACCEPTED.**
- c. **To be completed by the Supply Chain Management Unit**

3. QUOTATIONS EVALUATION CRITERIA

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

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

CLAIMING OF PREFERENCE POINTS

- Preference points allocated to Historically Disadvantaged individuals may be claimed by Persons who had no franchise in national elections before 1983 and 1993.
- Preference points for Locality may be allocated Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding.
- Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such a person has ownership of 51% or more of the enterprise shareholding.
- Preference points allocated for the promotion of youth may only be



claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding.

- For promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within the Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoint agents and/or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.
- Preference points may be allocated to other RDP goals as follows:
 - Promotion of South African-owned enterprises
 - Promotion of export-oriented production to create jobs
 - Creation of new jobs or intensification of labour absorption
 - Promotion of enterprises located in rural areas
 - Promotion of enterprises located in specific municipal areas for work to be done or service to be rendered in that municipal area.

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

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

BIDDER'S DISCLOSURE

SBD4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer 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 is 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

Full Name	Identity Number	Name of State institution

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

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

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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.



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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:

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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 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, or prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5

The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, before the date and time of the official bid opening or of the awarding of the contract.

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.



- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution about this procurement process before and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, suspicious bids will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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Signature

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Date

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Position

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Name of bidder