



OFFICE OF THE DIRECTOR: INCLUSIVE EDUCATION

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

1. SPECIFICATION

Ref No. 2025/10/1311

QUALIFIED AND INTERESTED SERVICE PROVIDERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR A 5-DAY FACE-TO-FACE WORKSHOP ON THE THEORY AND EDUCATIONAL METHODOLOGY OF TEACHING LEARNERS WITH AUTISM. THIS WORKSHOP IS AIMED AT EDUCATORS, PSYCHOLOGISTS, THERAPISTS AND DISTRICT OFFICIALS, FOR ACCREDITED CONTINUOUS DEVELOPMENT

The Directorate of Inclusive Education has identified a need for face-to-face Workshops of the education and specialist support to learners with Autism, to be delivered to educators and professional specialists employed at District Offices and Special schools. The Eastern Cape Department of Education therefore seeks to contract a Service Provider who will conduct this training in a workshop format, over 5-days (**03 – 07 November 2025**) in 4 locations across the province viz. Mthatha, Queenstown, East London and Port Elizabeth. The service provider must be able to conduct a **comprehensive 5-day face-to-face Autism training workshop for 220 participants.**

2. PLANNED OUTCOMES / OBJECTIVES OF THE TRAINING.

Training should be aligned to the specifications below and participants must achieve professional continuous accredited points with the Health Professional Council of South Africa and South African Council for Educators.

- 1. Increased knowledge and comprehensive understanding of the diagnosis of Autism Spectrum Disorder i.e. areas affected (Cognitive, Language / Communication, Social Interaction, Sensory integration, Behaviour and creativity). (Include Institutions where training was conducted and the rating by such institutions)**

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4 FUNDS FOR AUTISM SPECTRUM DISORDER (ASD) HANDS-ON TRAINING

2. **Extensive knowledge** on the **education** of learners with Autism Spectrum Disorder), including learners with intellectual disability as a comorbidity i.e. **application of teaching methodology** and **practical strategies** in the classroom to best manage and educate learners effectively, **including aided language stimulation**. *(Please attached the **manuals** in this regard)*
3. **Increased understanding and application** of the relevant South African legislative and policy frameworks, including the rights of every learner to quality education and provision of appropriate levels of support (SIAS Policy, 2014) including **specialist services, LTSM and assistive devices, curriculum adaptation and classroom accommodations and environmental adaptation**, within the Inclusive Education framework *(This should be reflected in the training manuals)*
4. Increased **understanding the role of families / guardians** and communities in education of learners with barriers to learning, and the importance of collaboration and inter-sectoral working, to promote inclusion and social cohesion.

3. TERMS OF REFERENCE

1. The Service provider must be SACE accredited (South African Council of Educators) with a seven years' experience. *(Include **SACE: certificate and Testimonials of at least 2 Institutions where training have been conducted**)*
2. The service provider must be able to conduct a 5-day face-to-face workshop for 220 participants.
3. Training must be provided at four arranged venues, on the same dates in four locations in the province.
4. Training packs (printed handouts / training materials in a bound booklet) must be available for each participant. *(Include **Training Manuals that are in line with the above-mentioned specifications; not only one aspect of the specifications**)*
5. The service provider should be able to provide the Department with the scope of work and training credentials of all presenters / trainers. *(Include **presenters' profiles, including experience in ASD Training**)*
6. The service provider must be able to provide accredited professional points for accreditation with the Health Professional Council of South Africa and South African Council of Educators **within 30 days of the training**.
7. The service provider must be able to issue certificates to participants after the training.
8. The service provider must provide information to compile a report to the Eastern Cape Department of Education: Inclusive Education Directorate after the training.

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9. The service provider must be able to include within their presentations the following:

- ✓ Ethical practice
- ✓ Principles of Inclusive Education
- ✓ **Relate the topic to various policies** within Inclusive Education
- ✓ **Therapeutic and educational support strategies**

No	Venue	No of Officials and days	Date
1.	East London (MMLI)	83 participants x 5 days	03 – 07 November 2025
2.	Port Elizabeth (Algoa Park)	45 participants x 5 days	03 – 07 November 2025
3.	Queenstown (JJ Serfontein)	42 participants x 5 days	03 – 07 November 2025
4.	Mthatha (Transit)	50 participants x 5 days	03 – 07 November 2025

Note:

Accommodation and transportation of delegates is the responsibility of the Department of Education. Accommodation will only be provided to candidates who live further than 50 km from the venue: a total of 5 nights starting **Sunday the 02 of November to Thursday 06th of November 2025**.

Accommodation (Dinner, bed and breakfast) and catering (lunch and tea) will be provided for two trainers (per site) as above. The service provider is responsible for their own travel and transport arrangements and the delivery of training materials to the training venue.

The Department will allow the Service Providers to respond and forward quotations within 5 days.

Directorate	Name & Extension	End User/ Functionary	Signature	Date

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Inclusive Education	Mr T Scotch	Approved / Not Approved		September 2025
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REQUIREMENTS / CONDITIONS

- **NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER.**
- **Quotations must reflect your Logis and CSD Supplier Number;**
- Catering quantities to be verified the first day and adjusted by the end user accordingly for the duration of the event to prevent fruitless and wasteful and expenditure;
- Accommodation must be for 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 4,8 & 9;
- Return date of the quotations should be within 48 hours of receipt (2 working days);
- Please indicate percentage discount (if any) if invoices are settled within 14 or 30 days etc;
- All invoices issued must reflect 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 terms contract requested must be delivered within 30 days on receipt of an official order to prevent automatic cancellation of the order;
- Payment will only be effected on banking details reflected on the Centralised Supplier Database hosted by National Treasury;
- For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
- Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor; and
- **Quotations are to be faxed to the following numbers: (040) 608 4736 or (040) 608 4633 or hand delivered to room B4 L2-36. Steve Vukile Tshwete Complex. Zone 6. Zwelitsha.**

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- **To be completed by the Supply Chain Management Unit**
- Enquiries.....
- Telephone (040) 608 _____ Fax (040) 608 4736

QUOTATIONS EVALUATION CRITERIA

- The **80:20 Preference Point System** in terms of the Revised Preferential Procurement Policy Framework Act (PPPFA) and Regulations will be judiciously applied.
- Adequate **experience**, an impeccable **track record** and **proven success** in similar activities will be major considerations
- Preference will be given to those Service Providers that rate highly in terms of **HDI Equity Ownership and Control** and those with **established businesses located in the Eastern Cape Province**.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

NB* SERVICE PROVIDERS, TRUST, CONSORTIUM OR JOINT VENTURE MUST OBTAIN AND SUBMIT CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE BID \ QUOTATION. PUBLIC ENTITIES AND TERTIARY INSTITUTIONS MUST ALSO SUBMIT B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE TOGETHER WITH THEIR BID \ QUOTATION.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder