



INCLUSIVE EDUCATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: T Scotch Tel: 040 608 4076/4219 . Email: thembelani.scotch@ecdoe.gov.za
Website: www.ecdoe.gov.za

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

1. SPECIFICATION

Ref No.....

QUALIFIED AND INTERESTED SERVICE PROVIDERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR TRAINING OF 100 EDUCATORS ON SASL AS A LANGUAGE OF TEACHING AND LEARNING AS PART OF CONTINUOUS PROFESSIONAL DEVELOPMENT.

The Directorate of Inclusive Education has identified a need for both face-to-face and online training over a period of six months on South African Sign Language as a Language of Teaching and Learning for 100 educators from Schools for the Deaf across the Eastern Cape Province. The Eastern Cape Department of Education, therefore seeks to contract a Service Provider to conduct this training in a workshop format over 5 days, with the online component extending over six months.

2. PLANNED OUTCOMES /OBJECTIVES OF THE TRAINING.

Training should be aligned with the specifications below:

- 1. Online Training:** The provider must offer online interactive learning.
- 2. Physical Training:** The provider must also incorporate in-person contact sessions as part of the SOIL programme.
- 3.** The training must include a six-month-long online module.
- 4.** The training should Enable Educators to begin teaching using SASL to Deaf learners
- 5.** The training course must consist of 4 modules and 34 lessons.
- 6.** The service provider must provide Educators with a greater understanding of the morphology, semantics, and syntax of SASL



2 TERMS OF REFERENCE

1. The service provider must be able to conduct a 5-day face-to-face workshop in the four schools for the deaf.
2. **SACE Accredited:** The provider must be SACE-accredited.
3. The service provider must have at least 7 years of experience in providing SASL training as a language of learning and teaching, NOT basic training on sign language.
4. The service provider should be able to provide the Department with the training credentials of all presenters/trainers.
5. The service provider will compile a comprehensive report and improvement plan for each attendee. Report to be supplied to Provincial Office by the end of training for monitoring purposes, and planning of further training.
6. The service provider must be able to **issue certificates of competence and/or attendance** to participants after the training, depending on competency tests.

No	Venue	No of Officials and days	Date
1	Efata, Sive, St Thomas and Reubin Birin	80 participants x 5 days	July to December 2025 Online and one week in September 2025 for physical training.

NB:

The service provider is responsible for their accommodation, travel and transport arrangements and the delivery of training materials to the training venue. Lunch and tea will be provided.

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



Directorate	Name & Extension	End User/ Functionary	Signature	Date
inclusive	Nozuko Gulubele	Approved / Not Approved		17/07/2015

2. 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.**
- **To be completed by the Supply Chain Management Unit**
- Enquiries.....
- Telephone (040) 608 _____ Fax (040) 608 4736 for _____

3. SUBMISSION OF QUOTATIONS

3.1. Quotations are to be emailed back to the sender or hand delivered to room B4 L2-36. Steve Vukile Tshwete Complex. Zone 6. Zwelitsha.

3.2. To be completed by the Supply Chain Management Unit (Demand Management Unit)

Enquiries.....

Telephone (040) 608 _____ Email:.....

4. 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 Disadvantaged Individuals	Goals Historically	Allocation of Points 80/20	Points claimed (To be completed by service provider)
Women Participation		5	
People living with Disabilities		2	
Promotion of Youth		5	
Specific Goals			
Enterprises located in the Eastern Cape Province		6	
Promotion of Military Veterans		2	

I, the undersigned, who is duly authorized to do so on behalf of the company, certify that the points claimed are true and correct:

NAME OF COMPANY:.....

AUTHORISED SIGNATORY:.....

NAME & SURNAME:.....

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CLAIMING OF PREFERENCE POINTS

- Preference points allocated Historically Disadvantaged individuals may be claimed by Persons who had no franchise in national elections prior to 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 people 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 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 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 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 the 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	ECDoE will utilize CSD Report to validate points claimed
2	People with Disabilities	Submit any of the documents below: <ul style="list-style-type: none"> • Proof of registration with National Council for Persons with Physical Disability in South Africa (NCPDPSA) OR • Medical Certificate
3	Promotion of Youth	ECDoE will utilize CSD Report to validate points claimed
4	Enterprises located in the Eastern Cape Province	ECDoE will utilize CSD Report to validate points claimed
5	Promotion of Military Veterans	ECDoE will utilize CSD Report to validate points claimed

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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

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 proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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



2.2 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:

.....
.....

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.



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.

- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, 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

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