

TERMS OF REFERENCE:

BID NUMBER:

DESCRIPTION:

SERVICE PROVIDER TO SUPPLY, PACK AND DELIVER FOUNDATION PHASE, INTERMEDIATE PHASE AND SENIOR PHASE POSTERS FOR MATHS, NATURAL SCIENCE, TECHNOLOGY, AND GEOGRAPHY TO THE EASTERN CAPE DEPARTMENT OF EDUCATION (ECDoE) MST GRANTS SCHOOLS, ON A NEEDS AND BUDGET BASED

MULTI-YEAR CONTRACT OF THREE (3) YEARS.

PUBLISH DATE:

VALIDITY PERIOD:

120 days from the closing date

CLOSING DATE:

CLOSING TIME:

11h00

COMPULSORY

BRIEFING

Date:

SESSION:

Time: 11h00

Address:

BID RESPONSES

MUST BE HAND

DELIVERED /

COURIERED TO:

The Eastern Cape Department of Education

Steve Tshwete Complex, Zone 6

Zwelitsha

KING WILLIAMSTOWN

ATTENTION:

Bidders must ensure that bids are delivered in time to the correct address and deposited in the tender box which is located at the foyer in the main building of the ECDoE, Head Office in Zwelitsha. If a bid is late, it shall not be accepted for consideration. The Eastern Cape Department of Education's tender box is accessible Monday to Friday, from 08h00 to 16h00.Bidders must advise their couriers of the instruction above to avoid misplacement or loss of bid responses. It is the onus of the bidder to ensure that the bid documents are delivered on time regardless of the mode

of delivery.

BIDDER'S NAME:





1. INTRODUCTION

1.1. The Eastern Cape Department of Education (ECDoE) has a responsibility to ensure that adequate support structures, training and provision of appropriate equipment and training is provided to educators and learners to improve the pass rates and performance of learners in Mathematics.

2. PROBLEM STATEMENT

- 2.1. The poor performance in Mathematics in the GET Schools is a huge cause for concern for the ECDoE.
- 2.2. Numerous efforts have been made in the past to combat the underperformance particularly in these Grades with very little success. It is for this reason that a more intensive effort is required to support the first cohort of GET Maths, Science and Technology (MST) Schools to yield better results.

3. BID OBJECTIVES

3.1. The objective of this bid is to supply, pack and deliver posters to GET schools within the Eastern Cape Department of Education (ECDoE), including 12 District Offices and Head Office for a period of three (3) years.

4. SCOPE OF WORK

- 4.1. POSTERS FOR MATHS, NATURAL SCIENCE , TECHNOLOGY AND GEOGRAPHY
- 4.1.1. This specification requires the service provider to refer to Annexure A where posters requirements are indicated i.e.
 - Grade
 - Subject
 - Content Area
 - Language
 - Colour
 - Size, Paper & Finish
 - Quantity Per Pack



4.1.2. The total number of poster packs and teachers notes for maths, natural science, technology and geography will be determined by needs and budget availability over a three year period.



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ANNEXURE A

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4.5.2 PACKAGING AND DELIVERY OF POSTERS AND TEACHER NOTES

- 4.5.3.1The posters packs and teacher notes must
- 4.5.3.2 The department will provide a list with the school names the total number of The posters packs and teacher notes per school and the physical addresses of the schools.
- 4.5.3.3 All schools must sign a delivery note when taking ownership of the posters and teacher notes.
- 4.5.3.4 All signed delivery notes must be submitted before payment will be effected.
- 4.5.3.5 All deliveries must be made during school hours.

5. TIME FRAME:

- The start date will take place as soon as the service level agreement has been signed and an Order Number has been issued to the appointed Service provider.
- The Service Level Agreement with ECDoE will direct the way in which the training will occur.









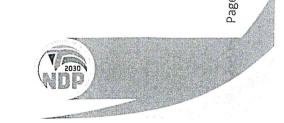
6. COMPETENCIES AND EXPERTISE REQUIRED

- 5.1 The personnel of the bidding service provider/s should be able to effectively communicate with the members of the ECDoE Chief Director Curriculum Ms G Koopman on 0835617749 or the Mathematics Specialist Mr Zweni on 073 192 9133.
- 5.2The bidder/s should submit proof of location (place where bidder's offices/premises are located/situated). The ECDoE may conduct an in-loco inspection including all machines and equipment.
- 5.3A very close co-operation between the successful bidder and the ECDoE is important for the success of this project to ensure urgent intervention in addressing challenges confronting schools as and when necessary.
- 5.4 This will entail a close relationship not only with ECDoE Head office but affected schools and district offices throughout the Province.
- 5.5A Service Level Agreement (SLA) shall be signed between the ECDoE and the successful Bidders within 14 days after the award.
- 5.6 The successful bidders will report operationally, to the Chief Director or the delegated officials in the Curriculum Directorate.

6 CONTRACT PERIOD

6.1 The contract is needs and budget based for a period of three (3) years.









7 CONDITIONS OF CONTRACT

- **7.1** Service providers must be able to demonstrate a proven track record in the field as per the specification.
- **7.2**The ECDoE reserves the right to award the entire bid, or in part or not to award the bid.
- **7.3**The ECDoE may conduct in-loco inspections.
- 7.4 The service provider together with the ECDoE shall establish a Project Steering Committee which will be constituted by the service provider's representatives and ECDoE representatives as stated in the Service Level Agreement.
- **7.5**The service provider will provide a report on the progress on deliverables against the detailed work plan as determined in the Service Level Agreement.
- **7.6**The service provider shall inform the ECDoE in writing of any reason, which may prevent the timely submission of a progress report.

8 UNSATISFACTORY PERFORMANCE

- 8.1 The ECDoE reserves the right to terminate the contract with immediate effect, should a supplier / service provider perform unsatisfactorily and fails to remedy such poor or non-performance within 7 (seven) business days of receipt of a written request to do so.
- 8.2 This will inter alia include penalty clauses regarding the creation of a sustainable Forensic investigative Function. The penalty clauses are as follows:



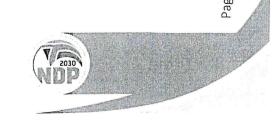






- 8.2.1 If the Service Provider fails to comply with its obligations in terms of and pursuant to the Agreement, and fails to remedy such breach within 7 (seven) business days after receipt of written notice from ECDoE calling on it to remedy such breach, the ECDoE, may suspend further payments to the Service Provider for the specific deliverable under dispute and following further written notice of not less than 7 (seven) business days, terminate the Agreement.
- 8.2.2 Appoint any other person or persons to complete the execution of the services in which event the Service Provider shall be liable for the reasonable cost associated with the delay and ECDoE reserves the right to claim damages if any, suffered as a result thereof.
- 8.2.3 If the ECDoE fails to comply with its obligations in terms of the agreement and fails to remedy such breach within 14 (Fourteen) business days after receipt of written notice from the service provider calling on it to remedy such breach, the service provider, may in addition to any other legal remedies may have to:
- 8.2.3.1 Compel the ECDoE to fulfil its obligations and abide by the terms and conditions of the Agreement through the legal process;
- 8.2.3.2 Suspend the provision of the services until such breach is rectified;
- 8.2.3.3 Following a further 7 (seven) business days calling on the ECDoE to remedy such breach, and the ECDoE failing to do so, terminate the agreement and demand payment in respect of outstanding fees for the provision of deliverables rendered or performed under or in terms of this agreement.
- 8.2.3.4 Please note that in cases where there is a contradiction between this Bid Specification and any of the standard bid documents received by prospective bidder/s, the terms and conditions contained in this Bid Specification shall prevail.





ECDOE





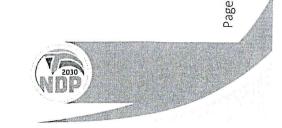
9 EVALUATION CRITERIA

9.1 In terms of Regulation 4 of the Preferential Procurement Policy Framework, (Act No 5 of 2000), responsive bidders will be adjudicated by the state on 90/10 preference point system in terms of which points are awarded to bids as follows:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) |
|------------------------------------|---------------------------------|
| 1 | 10 |
| 2 | 9 |
| 3 | 6 |
| 4 | 5 |
| 5 | 4 |
| 6 | 3 |
| 7 | 2 |
| 8 | 1 |
| Non-compliant contributor | 0 |

- 9.2 Bidders must submit a valid B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a sworn affidavit, as applicable. Failure to submit will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 9.3 Bidders are advised to register on the Centralised Electronic Suppliers database as service providers before tendering. The registration forms are obtainable from the Department of Provincial Planning and Treasury in Bhisho.









5 FUNCTIONALITY EVALUATION

Bidders who score at least below the minimum of 70 percent (%) will not proceed to the next stage and will be disqualified.

| ITEM | A. CRITERIA FOR FUNCTIONALITY | COMPLY | NOT COMPLY | SUPPORTING DOCUMENTS EVIDENCE | |
|------|--|--------|------------|---|--|
| | 1.Experience and expertise in the supply, pack, delivery and training on mathematics kits. | | | | |
| Α. | 2.Please provide a minimum of four (4) reputable, contactable reference where services as indicated above were delivered. The reference letter must state the duration of contract, the value and the performance of the Service Provider throughout the duration of the contract. | | | | |
| | Points will be allocated as follows: | Points | | | |
| | 5 and above contactable references with 10 or more years of relevant experience. | 50 | 0 | A contactable reference must be provided; a reference will be | |
| | 3 to 4 contactable references with 7 to 10 years of relevant experience | 35 | - | discarded if the referee gives a | |
| | 2 contactable references with 5 to 7 years of relevant experience | 15 | | negative reference. | |
| | Less than 2 contactable references | 0 | | | |
| | Technical Proposal must address | COMPLY | NOT COMPLY | | |
| В. | the following: 1. Financial viability, proof of capital to undertake supply, delivery and training. | | | A letter from a recognized financial institution evidencing financial capacity of the bidder not less than 5 million. | |







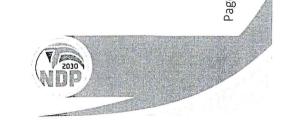


| IDUCATION | 50 | |
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| | 30 | |
| 3 to 5 million | | |
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| Below 3 million | 0 | |
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10 ELIMINATION CRITERIA

- 10.1 Failure to submit; complete a sign the ECBD1; SBD4; SBD6; SBD8; AND SBD9.
- 10.2 Failure to be non-compliant on CSD at time of award.
- 10.3 Failure to submit certified copy of your company CK documents as issued by the Companies Intellectual Property Commission (CIPC).
- 10.4 Failure to submit certified copies of company directors.
- Only bidder/s that has/have met these requirements will be deemed responsive thereto shall be considered for the evaluation processes.
- 10.6 Bids that are incomplete and do not provide all the required documents will be eliminated.
- 10.7 Bidder/s who does/do not submit proof of financial capacity from a credited financial institution will be eliminated/ latest audited financial statements.









11 BID CONDITIONS

- 11.1 Bidders must submit their bid proposals in line with the bid specifications. All prescribed services must form part of the bid proposal. Partial bids shall be disqualified.
- 11.2 ECDoE reserves the right to award the bid in whole or partially,
- 11.3 ECDoE reserves the right not to award the bid,
- 11.4 The highest scoring bidder(s) might be expected to present their proposals to the Bid Evaluation Panel.
- 11.5 Thorough reference checks shall be conducted. Bidders shall be disqualified if found to have misrepresented information in their bid proposals,
- 11.7 Bid proposals must be delivered by the stipulated time to the correct address and late proposals shall not be accepted for consideration,
- 11.8 All bid proposals must be submitted on the official forms provided not to be retyped or online,
- 11.9 Service Providers must register on the Central Supplier Database (CSD) to upload mandatory information namely: (business registration directorship / membership / identity numbers; tax compliance status; banking information for









Everification purposes), B-BBEE certificate or sworn affidavit for BBBEE must be submitted with the bidding documents,

- 11.11 This proposal is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential procurement regulations, 2017, the General Conditions Contract (GCC) and, if applicable, any other Legislation or Special Conditions of Contract,
- 11.12 Service Providers must ensure compliance with their tax obligations,
- 11.13 The service provider accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder.
- 11.14 All supporting documentation and manuals submitted with its bid will become ECDoE's property unless otherwise stated by the bidder/s at the time of submission.

12 SUBMISSION OF BIDS

- 12.1 Bidders must submit their bids before or on the stipulated closing date and time. Late bids shall not be considered.
- 12.2 All bids should be posted or hand delivered to:

Hand Delivery: The Eastern Cape Department of Education Steve Tshwete Complex, Zone 6 Zwelitsha KING WILLIAMS TOWN

Post: Steve Vukile Tshwete Complex Private Bag x 0032 Bisho 5605 KING WILLIAMS TOWN

12.3 Submissions can be delivered into the tender box between 08h00 and 16h30







69

Monday to Friday prior the closing date.

Submissions should be in a sealed envelope marked the name of the bid and bid number.

13 BID ENQUIRIES AND CONTACT PERSON

- 13.1 No telephonic or any other form of communication relating to this bid will be permitted with any other ECDoE member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below.
- 13.2 ANY MEANS OF ATTEMPT TO INFLUENCE ADJUDICATION PROCESS OR OUTCOMES OF ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.

Technical Enquiries:

Ms. G. Koopman

Tel: 040 608 7090 - 083 561 7749

Email address: genevieve.koopman@ecdoe.gov.za

Bid Enquiries:

Mr. P Nxozana

Tel: 040 608 4335/4110

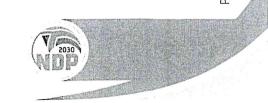
Email address: xolile.ntaphane@edu.ecprov.gov.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.

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CHIEF DIRECTOR (CURRICULUM MANAGEMENT)











| Recommended / Not Recommended (Cur | rriculum Posters) |
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