



Province of the
EASTERN CAPE
EDUCATION

Steve Vukile Tshwete Education Complex * Zone 6* Zwelitsha * Private Bag X0032 * Bhisho * 5605 *
REPUBLIC OF SOUTH AFRICA * Tel: +27 40 608 4003,4117, 4118 Fax: +27 40 608 4736,4663 *

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

1. SPECIFICATION

Ref No. 2025/07/1173

QUALIFIED AND INTERESTED SERVICE PROVIDERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR BRAILLE TRAINING ON CONTRACTED (GRADE 2) BRAILLE FOR EDUCATORS AT THREE SPECIAL SCHOOLS FOR LEARNERS WITH VISUAL IMPAIRMENT. THIS TRAINING WILL BE FACE-TO-FACE IN SMALL LEARNING GROUPS AND IS AIMED AT IMPROVING SKILLS IN CONTACTED BRAILLE (IN ENGLISH) FOR EDUCATORS, TEACHER AIDES AND BRAILLISTS AS PART OF CONTINUOUS PROFESSIONAL DEVELOPMENT.

The Directorate of Inclusive Education has identified a need for face-to-face to training on Contracted Braille (Grade 2) for 30 educators, teacher assistants and Braillists based at the three Special Schools for learners with visual impairment in the province. 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 in East London from 28 July to 1 August 2025.

2. PLANNED OUTCOMES /OBJECTIVES OF THE TRAINING.

Training should be aligned to the specifications below:

1. Increased knowledge and comprehensive understanding of the format of Unified English Braille contractions (with all revisions since 2013) for educators in the education of visually impaired learners.
2. Educators must acquire skills related to SAQA 117872 outcomes: Reading, writing and editing fully contracted standard Braille in one language (English).



3. Specific instruction and practical opportunity to learn and apply Unified English Braille Contractions across a variety of subjects on Perkins Braille writers, including both the reading (decoding) and writing (production) components, with reasonable speed and accuracy. Educators must be able to recognize errors and correct learners work with respect to contractions across all subjects. Educators must be able to interpret composite signs are interpreted according to specific contexts and across CAPS subjects.
4. Specific instruction in reading and writing Grade 2 Braille relevant to the CAPS curriculum, to strengthen spelling and reading in all subjects. A range of examples should be used from the CAPS curriculum/subjects relevant to all Grades 4 to Grade 12.
5. 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) (specialist services, LTSM and assistive devices, curriculum adaptation and classroom accommodations and environmental adaptation, within the Inclusive Education framework).

2 TERMS OF REFERENCE

1. The service provider must be able to conduct a 5-day face-to-face workshop, consisting of no less than 30 training hours for 30 participants at one venue in East London.
2. Training must be provided in a face-to-face format to 30 educators, teacher assistants and braillists (Grade 5, Senior and FET Phase, consisting of both theoretical sessions, practical application in the classroom with learners and groupwork with opportunity to demonstrate/present learning by the end of the training. The prime focus will be on the teaching of UEB Contractions in English across all subjects.
3. Training pack (printed handouts/training materials in a bound booklet) must be available for each participant, including adapted (large print or Braille) for visually impaired participants.

4. The service provider should be accredited and have current registration with a training authority such as SAQA or ETDP Seta, or Braille Authority of South Africa for this training and must be able to provide evidence of such.
5. The service provider should be able to provide the Department with the training credentials of all presenters/trainers.
6. Service provider will compile a comprehensive report and improvement plan for each attendee. Report to be supplied to Provincial Office by end of training for monitoring purposes, and for planning of further training.
7. The service provider must be able to **issue certificates of competence and/or attendance** to participants after the training depending on competency tests.
8. The service provider must be able to include within their presentations the following:
 - ✓ Principles of best methodology in special needs education (visual impairment)
 - ✓ Use examples from the CAPS Curriculum.
 - ✓ Promotion of specialist therapeutic and educational support strategies, including a focus on ECD.


No	Venue	No of Officials and days	Date
1	Mandla Makapula Education Institute, Epsom Road, Stirling, East London	30 participants x 5 days	28 July to 1 August 2025

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 Eastern Cape Department of Education will nominate attendees who have a basic/foundational knowledge and skills in uncontracted Braille, and permits educators to attend this training again if they have completed in 2018 or prior to this date, as a refresher. Not all attendees will pursue the National Diploma in Braille

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

Directorate	Name & Extension	End User/ Functionary	Signature	Date
inclusive	Siyamanga	Approved / Not Approved		25/06/2025

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. 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.

SBD 4

DECLARATION OF INTEREST

building blocks for growth.



Ikamva eligaqambileyo!

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

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.

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.
- 3.5 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.

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 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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