



Company name of Bidder:

RFQ

**GARDEN ROUTE DISTRICT MUNICIPALITY PROJECT:
THE SUPPLY AND DELIVERY OF ONLINE IT VOUCHERS
January 2022**

This document is not for sale. Any entity that requests payment must be reported at the contact person indicated in this tender.

| | |
|-------------------|-------|
| BID AMOUNT | |
|-------------------|-------|

GENERAL REQUIREMENTS

The works, as described, are part of the Garden Route District Municipality’s SMME Support Programme. The bidder must supply and deliver the items to Casidra’s Offices in **George**. The successful bidder must have the capacity to deliver the goods within 21 (twenty one) calendar days after appointment.

Conditions:

The quoted amount will be a lump sum and only **payable after delivery of all items**.

Scope of work

The scope of work will include the supply and delivery of the following:

- IT Fundamentals online voucher as specified in CBD 4
- IT Core online voucher as specified in CBD 4
- Network online voucher as specified in CBD 4
- Security online voucher as specified in CBD 4
- Detailed content of course material.
- A professional certification to be issued on successful completion

Documents are available for download from Casidra’s website tender portal.

| | | |
|----------------------------|--------------------------|-----------------------------|
| For office use only | Version no: 11.15 | Date: 25 August 2021 |
| To be initialled by bidder | | <i>Initial here</i> |

Documents for the purpose of this bid include:

1. Conditions to Submit Bid (Form CBD 2.1 (Lump Sum) or Standard Conditions of Contract can be viewed on the **Casidra** website at www.casidra.co.za.
2. Price Form, Bill of Quantities and Schedules (Form CBD 3.1 (Lump Sum)
3. Scope of Works (Form CBD 4)
4. Bank Entity Form (Form CBD 7), unless the banking details of the company indicate “verified” on the Central Supplier Database (CSD).
5. Registration on the CSD for all suppliers is compulsory and registration numbers must be supplied.

BID DEADLINE: The closing date for the bid is **18 February 2022 strictly at 12H00.**

SUBMISSION OF BIDS

Bidders to email their bid documents.

The below process **MUST** be followed regarding email submissions:-

Bids smaller than 4MB can be emailed to Bernice Gouws at bgouws@casidra.co.za in PDF format.

For bids larger than 4MB please use platforms such as wetransfer.com or free.mailbigfile.com. Bids must be emailed with following title inscription **“RFQ: THE SUPPLY AND DELIVERY OF ONLINE IT VOUCHERS”**

- The bidder must ensure that the bid was received by confirming delivery via return email or telephonically at 044 873 3587.
- Only send what is asked for.
- Bidders to submit bid documents timeously and not minutes before the tender closes. **Casidra** will not be responsible for bidders’ internet connections, mailbox issues, etc.
- The closing date and time is specific and any emailed bids past the submission date will then be considered as late bids.

The following documents (including fully completed and signed **CBD** forms as supplied) must be **valid for a period of 60 calendar days** after closure of the bid and submitted as a bid packet:

| Document number | Document description | Action required/comment | Mark |
|--------------------------------------|--|-------------------------|------|
| | | | √ |
| CBD 1 | General requirements | Signed | |
| CBD 2.1 | Conditions to submit bid | Signed | |
| CBD 3.1 | Price form (lump sum) | Complete, sign | |
| CBD 4 | Scope of works | Signed | |
| CBD 7 | Bank Entity form (Not needed if “verified” on CSD) | Complete, bank stamp | |
| TCC of principle and sub-contractors | Registration and verification of Tax Clearance on CSD. | Compulsory | |
| Content | Detailed content of course material. | Compulsory | |

| | | |
|-----------------------------|--------------------------|-----------------------------|
| For office use only | Version no: 11.15 | Date: 25 August 2021 |
| To be initialised by bidder | | <i>Initial here</i> |

**Compliance with the Occupational Health and Safety Act and regulations apply. It is the responsibility of the Contractor to perform all services accordingly.
Take Note: Compliance in terms of the regulations will be strictly enforced and no lenience allowed.**

For definition of Construction works, see the Construction Regulations 2014 and definitions as in Standard Conditions of Contract

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder **MUST** be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

In order to meet this requirement, bidders must ensure that they are registered on the CSD and their tax status on the CSD are indicated as compliant. If a discrepancy exist between the CSD and the SARS eFiling of the supplier, then a printed version of the Tax Clearance Certificate must be supplied by the supplier and the eFiling PIN number for verification of authenticity by **Casidra** on the SARS website.

Foreign suppliers with no tax obligation in South Africa must request from **Casidra** and complete a form SBD1 that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.

Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.

| | | |
|----------------------------|--------------------------|-----------------------------|
| For office use only | Version no: 11.15 | Date: 25 August 2021 |
| To be initialled by bidder | | <i>Initial here</i> |

CENTRAL SUPPLIER DATABASE

National Treasury indicated during 2015 the development and future use of the Central Supplier Database (CSD) as a way of simplifying the process of doing business with government.

The CSD will be the source of all supplier information for all organs of state and will reduce the exchange of compliance documents in paper form, eliminate multiple registrations with different organs of state and ultimately reduce the cost for both business and government by enabling electronic registration and verification process.

The CSD will interface with SARS to verify tax clearance certificates and the Companies and Intellectual Property Commission (CIPC) for business registration and business ownership information. The CSD will furthermore verify supplier information with the register for tender defaulters and database of restricted suppliers. (Please see Fact Sheet and CSD pamphlets.)

From 1 September 2015 prospective suppliers should self-register on the CSD website www.csd.gov.za. Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the existing supplier systems for the period 1 September 2015 to 31 March 2016. This period will be referred to as the Interim Period. During the Interim Period suppliers that register on the CSD must provide their CSD supplier number and unique security code that will be communicated to them as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state they want to do business with. **Casidra** urges all their suppliers to please comply with the request.

During the transitional period until 31 March 2016 **Casidra** will migrate our current supplier database to CSD to ensure accuracy and validation of information prior to mandatory implementation of the database.

For more information please contact National Treasury ocpo.treasury.gov.za (http://ocpo.treasury.gov.za/Suppliers_Area/Pages/Central-Supplier-Database.aspx) or [Central Supplier Database for Government](https://secure.csd.gov.za/) (<https://secure.csd.gov.za/>).

| | | |
|-----------------------------|--------------------------|-----------------------------|
| For office use only | Version no: 11.15 | Date: 25 August 2021 |
| To be initialised by bidder | | <i>Initial here</i> |



RFQ

Garden Route District Municipality project:

THE SUPPLY AND DELIVERY OF ONLINE IT VOUCHERS

January 2022

The total price for this service must include all items required for the proper execution of the work as described in the Scope of Works.

Take note: This tender will be evaluated on the criteria for a market related price. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions discounted against the total project cost must be specified, itemised, costed and clearly indicated in the bid.

This price must be valid for a period of **60** days from the date of closure of the bid to allow for evaluation and appointment.

The completion period of this service is **21 calendar days** starting from the day of appointment.

| Qty | Description | Unit price excluding 15% VAT | Total price excluding 15% VAT |
|----------|--|------------------------------|-------------------------------|
| 1 | IT Fundamentals online voucher | | |
| 1 | Learn ILT - Organization/Business License | | |
| 1 | Instructor Guide E-book | | |
| 1 | Labs for IT Fundamentals – Student Access Key | | |
| 2 | IT Core online voucher (per person) | | |
| 1 | Student Access Key set - combo | | |
| 1 | Core 1 Instructor Guide e-book | | |
| 1 | Core 2 Instructor Guide e-book | | |
| 1 | Labs for A+ Core 2 | | |
| 1 | Network certification online voucher (per person) | | |

| | | |
|----------------------------|--------------------------|-----------------------------|
| For office use only | Version no: 11.15 | Date: 25 August 2021 |
| To be initialled by bidder | | <i>Initial here</i> |

| | | | |
|----------|--|--|--|
| 1 | Integrated Cert Learn and Labs for network Organization/Business License | | |
| 1 | Network + Instructor guide E-books | | |
| 1 | Security online voucher (per person) | | |
| 1 | CertMaster Learn+Labs for security - Student Access Key | | |
| 1 | Security + Instructor guide eBook | | |
| 1 | Classroom trainer certification voucher | | |

Value-Added Tax (VAT) R _____

Total R _____

Are you registered in terms of sections 23(1) of 23(3) of the Value-added Tax act 1991(Act No. 89 of 1991) (Please circle your answer)

YES NO

If yes, provide your VAT registration number: _____

Signature: _____

Date: _____

| | | |
|-----------------------------|--------------------------|-----------------------------|
| For office use only | Version no: 11.15 | Date: 25 August 2021 |
| To be initialised by bidder | | <i>Initial here</i> |

Attached detailed course material

| | |
|-----------------------------|-------------------------|
| For office use only | Version no: 11.1 |
| To be initialised by bidder | |



| |
|--------------------|
| August 2021 |
| re |

**RFQ:
Garden Route District Municipality project:
THE SUPPLY AND DELIVERY OF ONLINE IT VOUCHERS**

Scope of works

1. IT Fundamentals online voucher to include:

- Identify and explain the basics of computing
- IT infrastructure
- Software development
- Database use

2. IT Core online voucher to include:

- Demonstrate baseline security skills for IT support professionals
- Configure device operating systems, including Windows, Mac, Linux, Chrome OS, Android and iOS and administer client-based as well as cloud-based (SaaS) software
- Troubleshoot and problem solve core service and support challenges while applying best practices for documentation, change management, and scripting
- Support basic IT infrastructure and networking
- Configure and support PC, mobile and IoT device hardware
- Implement basic data backup and recovery methods and apply data storage and management best practices

3. Network online voucher to include:

- securely establish, maintain and troubleshoot the essential networks that businesses rely on
- support networks on any platform
- live online training
- network administration.

4. Security online voucher to include:

- **Assess** the security posture of an enterprise environment and recommend and implement appropriate security solutions
- **Monitor and secure** hybrid environments, including cloud, mobile, and IoT
- **Operate** with an awareness of applicable laws and policies, including principles of governance, risk, and compliance
- **Identify, analyze, and respond** to security events and incidents

END OF WORK TO BE DONE

| | | |
|-----------------------------|--------------------------|-----------------------------|
| For office use only | Version no: 11.15 | Date: 25 August 2021 |
| To be initialised by bidder | | <i>Initial here</i> |



BANK ENTITY FORM

| 1. DETAILS OF COMPANY / INDIVIDUAL: (Please print clearly) | |
|---|---------------|
| Full Name | |
| ID Number | |
| Company Reg Number | |
| VAT Number | |
| Postal Address | |
| | |
| | |
| Postal Code | |
| Physical Address | |
| | |
| | |
| Postal Code | |
| | |
| 2. BANKING DETAILS | |
| Name of Bank | |
| Name of Branch | |
| Branch Code | |
| Account Number | |
| Type of Account | |
| | |
| 3. CONFIRMATION BY BANK | |
| We hereby confirm that the bank details under paragraph 2 of this form belongs to the individual / company under paragraph 1. | |
| Date Stamp of Bank | BANK OFFICIAL |
| | Print Name: |
| | Signature: |

| | | |
|----------------------------|--------------------------|-----------------------------|
| For office use only | Version no: 11.15 | Date: 25 August 2021 |
| To be initialled by bidder | | <i>Initial here</i> |