AFRICAN GLOBAL SKILLS ACADEMY (PTY) LTD

Programme Management Unit: To the Power of X^2, the 20 000 Graduate Internship Programme
Services SETA Bid No. PROC T682

REQUEST FOR QUOTATION

National panel of training providers: Workplace Readiness for interns, and Workplace Mentor preparation and support

RFQ NUMBER	VERSION	ISSUED BY	STATUS
PX-RFQ-202611-001	Final v.17, 23 November 2026	African Global Skills Academy (Pty) Ltd	Final

Part A CALL PARTICULARS

ITEM	PARTICULARS
RFQ number	**PX-RFQ-202611-001**
Issued by	African Global Skills Academy (Pty) Ltd ("AGSA"), which manages To the Power of X^2, the 20 000 Graduate Internship Programme, under Services SETA Bid No. PROC T682
What is sought	A national panel of training providers to deliver two one-day programmes to participants of the Programme, in two lots
Lot A	**Workplace Mentor Programme. Up to 2 400 workplace mentors. One facilitated day, plus three online support sessions for mentors who need them.**
Lot B	**Workplace Readiness Programme. Approximately 20 000 interns. One facilitated day. Every intern on the Programme attends.**
Both lots	Delivered IN PERSON or ONLINE. Neither programme registers a participant with the QCTO or any other quality body. No credits, no certificate of competence and no qualification arises.
Nature of this process	An open, advertised call to establish a national panel for each lot. It is not a call for a single award. Although titled a request for quotation, it follows the open advertised route.
Bidding	A bidder may offer Lot A, Lot B or both, and any number of provinces. Each lot is priced, evaluated, ranked and awarded separately, per province.
Pricing	The bidder proposes a fee per intern and a fee per mentor, excluding VAT, per province, with a rate for in-person and a rate for online delivery.
Payment	Monthly in arrears, against the implementation numbers and the evidence at clause 8.
Indicative volume	Lot A up to 2 400 mentors. Lot B approximately 20 000 interns, in intake groups on a rolling basis. Neither is a guarantee of volume or value.
Advertised period	From Tuesday 24 November 2026 to Wednesday 2 December 2026 (seven working days).

ITEM	PARTICULARS
Closing date and time	**17:00 on Wednesday 2 December 2026.** Late submissions are not accepted. The time of receipt is the time the e-mail arrives in the procurement@tothepowerofx.co.za mailbox.
Briefing session	None. No briefing session is held for this call.
Submission	By e-mail to **procurement@tothepowerofx.co.za**. One consolidated PDF per lot, with the returnables in the order at clause 9. Subject line: "PX-RFQ-202611-001 – Lot A" (or "Lot B") "– [bidder name]". A bidder offering both lots sends a separate e-mail per lot. Attachments may not exceed 20 MB per e-mail. A larger PDF is submitted as a download link (WeTransfer, OneDrive or Google Drive) in the e-mail, open for at least 30 days. A file changed after the Closing Date is rejected. AGSA acknowledges each submission by e-mail. A bidder that receives no acknowledgement within one working day should follow up before the Closing Date.
Validity of offers	90 calendar days from the Closing Date. For appointed members, rates and declared capacity stand for the panel term.
Enquiries	In writing only, by e-mail to **procurement@tothepowerofx.co.za**, to reach AGSA by 17:00 on Wednesday 25 November 2026. AGSA answers each enquiry within three working days of receipt, and all enquiries by 17:00 on Monday 30 November 2026. Answers, without naming the bidder who asked, are published at www.tothepowerofx.co.za and e-mailed to every bidder that has sent an enquiry or notified its intention to bid to procurement@tothepowerofx.co.za. No enquiry is answered after that.
Panel term and size	24 months from appointment, extendable at AGSA's discretion. Per lot, not fewer than five and not more than ten providers nationally.

1 PURPOSE

1.1 AGSA invites quotations from experienced training providers for appointment to a national panel to deliver the two programmes described at clauses 3 and 4.

1.2 This call establishes a panel for each lot. Appointment is an appointment to be considered for work. It confers no right to any volume of work, minimum value, group, province, mode or period. Work is released only by written work order.

1.3 AGSA applies, as binding internal policy, the standards recognised in the procurement of publicly funded services: fairness, equity, transparency, competitiveness and cost-effectiveness, the 80/20 preference method, conflict-of-interest declarations and a complete documentary chain.

2 WHAT IS BEING BOUGHT

2.1 The Programme places graduates in structured 24-month workplace internships across the nine provinces, inducted in intake groups on a rolling basis. Every intern attends the Workplace Readiness day. Every intern works under a named workplace mentor, who is an employee of the host employer and carries no more than ten interns.

2.2 A qualification supplies academic, technical and occupational knowledge. It does not on its own prepare an intern for a professional environment, for employer expectations, or for a workplace being reshaped by technology, artificial intelligence and changing business models. Quotations are expected to reflect that.

Standing of the provider

2.3 Neither programme registers a participant with the QCTO or any other quality body, and neither carries credits, a statement of results or a certificate of competence. A panel member may not represent otherwise to any participant.

2.4 AGSA nonetheless requires the work to be built and delivered to an accredited standard. A bidder must therefore EITHER hold accreditation as a training provider in its own name, OR deliver in partnership with an accredited organisation under a signed agreement that says what each party does. This is required for the assurance it gives: a structured approach to design and facilitation, and the ability to adapt material to the Programme. It is not required for registration or certification, because neither arises. Accreditation as a training provider is what is required; accreditation for any particular curriculum, skills programme or qualification is not.

2.5 A partnership is welcomed, including where a bidder brings an online or digital delivery solution and partners with an accredited training provider for the programme design and facilitation standard. The bidder states the arrangement at Annexure C and submits the signed agreement.

Terminology. Participating graduates are INTERNS. The people trained under Lot A are MENTORS. Where a provision covers both, the word is participant. The platform is the Power of X² IMS.

3 LOT A: THE WORKPLACE MENTOR PROGRAMME

3.1 Purpose. To prepare a workplace mentor for the role and to support that mentor through it. The mentor is an employee of the host employer, is usually new to the role, and carries up to ten interns alongside a day job.

3.2 Shape. ONE facilitated day, of approximately seven hours in person or five hours online, excluding breaks, followed by THREE further online support sessions for mentors who need more input. The support sessions are part of the programme and are inside the fee. A mentor who needs them is carried, not written off.

3.3 Self-study and support material. The bidder proposes the ways a mentor can engage the study material and the support information between sessions, for example a workbook, short video, a guided online module, a reference pack or a help line. AGSA is interested in what works for a working adult on a site, not in volume of material.

3.4 Mentor reporting. A mentor must produce a report to the Programme as part of the role. The programme teaches the mentor to produce it and is built around the reporting the Programme actually requires. The mentor report is a deliverable of this lot, not an afterthought, and the bidder shows how the day and the support sessions get a mentor to a report that is usable.

3.5 Minimum topics. The day covers, at least:

TOPIC	MINIMUM COVERAGE
The mentor role	What a workplace mentor does and does not do; the limit of ten interns; the line between mentoring and line supervision
Understanding the intern you are given	Identifying and analysing the intern's needs: the starting point, the qualification held, the gaps, and what this intern needs most
The individual development plan	Agreeing outcomes with the intern, drawing up an individual development plan, planning the work that delivers it, coordinating the learning and assessment, and recording progress month by month
Settling the intern in	Orientating the intern into the site, the team and the application of their skills in that workplace, through the first weeks
Attendance and verification	Supervising attendance, what the mentor is confirming when signing it off, and why it matters to the intern
Giving feedback	Holding a useful feedback conversation, setting expectations early, and dealing with underperformance before it becomes a problem
Supporting an intern in difficulty	Recognising when an intern is struggling, what a mentor can handle, and when and how to escalate
Conduct, health and safety	The site rules a mentor enforces, and the mentor's own conduct obligations
Confidentiality	Handling an intern's personal information and keeping a confidence properly

TOPIC	MINIMUM COVERAGE
Closing out and what comes next	Supporting the intern as the placement ends: the handover, the reference, and the step after the Programme
The mentor report	What the Programme requires, how to compile it from the month's record, and how to submit it

3.6 Assessment. The day ends with a short assessment of what the mentor has taken from it, and each support session attended is followed by a brief check of the same kind. Neither carries credits nor any competence decision. The results are recorded against the individual mentor and reported with the attendance record for that session.

3.7 The individual mentor record. The panel member keeps, and loads to the Power of X² IMS, a record for every mentor it trains: attendance at the day and at any support session, the assessment results, the material covered, and the mentor reports produced under clause 3.4. The record is AGSA's, is kept current, and is handed over complete at the end of the term or on removal from the panel.

3.8 Recognition of prior learning. A registered skills programme in workplace mentorship exists, and the quality partner responsible for it has advised that the content may be delivered as a NON CREDIT BEARING intervention, with mentors recognised later through recognition of prior learning once providers are accredited to offer it. AGSA keeps that route open by requiring the record at clause 3.7, and goes no further. Recognition of prior learning is not bought under this call. No enrolment, assessment, moderation, certification or fee for it forms part of this call or is payable by AGSA. A panel member may not charge a mentor, a host employer or AGSA for it, and may not represent that this programme leads to it. A mentor who later pursues recognition does so on their own account or their employer's.

3.9 Volume and mode. Up to 2 400 mentors over the panel term, enrolled in waves as host employer sites are approved and mentors are named. In person or online, as the work order states.

4 LOT B: THE WORKPLACE READINESS PROGRAMME

4.1 Purpose. To get an intern ready to start work: what a workplace expects, how to conduct themselves in it, and how to keep the place they have been given.

4.2 Shape. ONE facilitated day, of approximately seven hours in person or five hours online, excluding breaks. A maximum of 30 interns per facilitator. A larger group is delivered by more facilitators; that is a capacity requirement, not a payment basis.

4.3 Timing. Delivered on or around the induction point of the intern group, as booked under clause 6. Every intern on the Programme attends.

4.4 Assessment. The day ends with a short assessment of what the intern has taken from it. It carries no credits and no competence decision. The results are reported with the attendance record for that session.

4.5 Minimum themes. The day covers every theme below, in a timed agenda the bidder sets out. The bidder shows the time given to each theme and its key takeaways.

THEME	MINIMUM COVERAGE
1 The workplace and your place in it	What a workplace is, how work is organised, roles, reporting lines, teams and job descriptions
2 Employment and your contract	Types of employment, the employment contract, conditions of service, and how recruitment works
3 Rights and duties at work	The basic duties and rights of employers and employees under South African law
4 Doing the work well	Productivity, quality, standards, performance reviews, and personal accountability

THEME	MINIMUM COVERAGE
5 Employers and the world they operate in	Business types, and the economic, political, legal, social, technological and environmental factors that affect them
6 The employment relationship	Labour relations, unions, collective bargaining, grievance and disciplinary procedures, and the CCMA
7 Health and safety	Hazard identification, risk control, protective equipment, incident reporting and emergency procedures
8 Work ethics, norms and values	Punctuality, reliability, honesty, respect, professionalism and organisational values
9 Ethics at work	Ethical decisions, conflicts of interest, confidentiality, fraud and corruption, and codes of conduct
10 Communication	Verbal, written and non-verbal communication, listening, workplace etiquette, email and basic report writing
11 Receiving and acting on feedback	Taking correction, working with a mentor, and turning feedback into visible improvement
12 The changing world of work	Digitalisation, the responsible everyday use of artificial intelligence, remote and hybrid work, and lifelong learning

5 COMMON TO BOTH LOTS

5.1 Delivery mode. IN PERSON means live and facilitator-led at the place the host employer makes available. ONLINE means a live, facilitator-led virtual session with individual log-in and a record of attendance. Pre-recorded or self-paced material on its own is not delivery. The work order states the mode. Neither mode is preferred.

5.2 Facilitators. Every facilitator used holds a relevant post-school qualification and has demonstrable experience facilitating work readiness, employability, mentoring or similar programmes to adults. Individual facilitators are not named in the quotation; the bidder declares how many it has available in each province at Annexure B, and warrants that each one it deploys meets this standard. AGSA may ask for proof of a facilitator's qualification and experience at any time during the term.

5.3 Materials. Each participant receives a workbook or equivalent take-away resource, in print for an in-person session and in usable electronic form online. Materials are in English, are inside the fee, and the bidder states any additional language support.

5.4 Communication. The panel member communicates the session to the employers and the participants: the invitation, the joining or venue details, the reminders before the day, and the follow-up afterwards. This is part of the service and is inside the fee.

5.5 Accessibility. The bidder states how it accommodates participants with disabilities and what reasonable adjustments it makes. No separate charge arises for a reasonable adjustment.

5.6 The system of record. Attendance, assessment results and completion are captured into the Power of X² IMS in the formats AGSA prescribes at contracting. A bidder may use its own platform to deliver, but that platform is not the record.

5.7 Non-attendance. Interns and mentors will miss sessions. AGSA invites bidders to propose how they would handle it: how a missed session is recovered, how a repeat session is run economically, and how the Programme is kept whole. A workable proposal is scored under programme design at clause 10.2.

5.8 Certificate of attendance. Every participant who attends the full day receives a certificate of attendance. The panel member issues it within five working days of the session, in the format AGSA approves at contracting, and the cost is inside the fee. It carries the participant name and identity number, the programme and lot, the date and the mode, the name of the panel member, and a statement that it records attendance only and carries no credits, no statement of results and no certificate of competence. A copy is loaded to the Power of X² IMS with the session records. A participant who does not attend the full day receives no certificate.

6 WHO DOES WHAT: AGSA, THE EMPLOYER AND THE PROVIDER

PARTY	RESPONSIBILITY
AGSA, through the PMU	Appoints the panel, issues work orders, and CONNECTS the panel member to the host employers it is to serve. Holds the IMS master data, verifies the evidence and approves payment.
The host employer	Books its interns onto a session on or around the induction point of their intake group. Makes ONE DAY available and releases the participants from their duties. Bears the cost of access: the DATA for an online session, or the VENUE for an in-person session. Confirms a named site contact for the day.
The panel member	Delivers the session in the mode the work order states, communicates with the employer and the participants, runs the assessment, produces the evidence at clause 8, and captures the records into the IMS.

6.1 AGSA does not procure, provide or pay for a venue, catering, refreshments, participant travel, devices or connectivity. A panel member may not charge for them. For an online session the panel member provides the platform, its licences, the facilitator's own connectivity and technical support on the day; the participant's own data is the employer's cost.

6.2 A booking is confirmed when the host employer has confirmed the date, the access and the participants. No session is scheduled on an unconfirmed booking.

7 THE PANEL AND HOW WORK IS ALLOCATED

7.1 Per lot, AGSA intends to appoint five to ten providers nationally. It may appoint fewer if fewer meet the threshold, and is not obliged to appoint any. A bidder appointed to both lots holds a separate ranking, rate and standing offer for each.

7.2 Members are ranked per province and per mode within each lot, and only in the provinces and modes they quoted for (clause 10.3). A member's rates and declared capacity stand as an offer open for acceptance by work order for the whole term.

7.3 Work is released by session, in ranking order. AGSA offers it to the highest-ranked member in that province, in the ranking for the mode required, that has the capacity to meet the date. On a decline, or no reply within three working days, the offer passes to the next-ranked member. Where one member's capacity is exceeded, AGSA splits the work down the same ranking. No delivery proceeds on an unaccepted work order.

7.4 A member that declines twice in any rolling six months, other than for a reason AGSA accepts in writing, moves to last position in that ranking for the next three allocations. This does not affect its rate.

7.5 Performance. AGSA scores each session and reviews every member quarterly on: delivery on the confirmed date; punctuality and the full session being run; the completeness, accuracy and timeliness of the evidence and the IMS capture; and participant and employer feedback. A member below the threshold moves to last position in every ranking it holds in that lot for the following quarter, and is told so in writing with the reason.

7.6 Suspension and removal. AGSA may suspend a member from allocation immediately, pending its written response within five working days, where it fails to deliver an accepted work order, delivers through a facilitator who does not meet the standard at clause 5.2, or submits evidence that is false or materially inaccurate. AGSA may remove a member for a material breach, for a second below-threshold quarter, or for false evidence, after written notice of the grounds and a chance to respond. Suspension does not affect payment for work properly delivered and evidenced.

7.7 There are no cancellations. A confirmed session is rescheduled and the work order stays open, or AGSA withdraws the work order in writing. Nothing is payable on a reschedule, a withdrawal or a no-show. Where the host employer caused it, AGSA takes it up with the employer; it is never the panel member's to pursue.

7.8 AGSA may re-open this call once during the term to admit further providers on the same criteria, and may procure outside the panel where the panel cannot meet a requirement.



8 PRICING, EVIDENCE AND PAYMENT

8.1 The fee. The bidder proposes, at Annexure A and excluding VAT, a fee PER MENTOR for Lot A and a fee PER INTERN for Lot B, for each province it offers, with a rate for in-person and a rate for online delivery. A province or mode left blank is not offered. A rate applies anywhere in that province.

8.2 What the fee covers. Everything the bidder needs to deliver: design and adaptation; facilitation; the facilitator's travel and subsistence; the three support sessions in Lot A; the online platform, licences and facilitator connectivity; study and support material; the assessment; the communication at clause 5.4; records, reporting and IMS capture; reasonable adjustments; overheads and profit. No separate or additional charge may be claimed.

8.3 The fee is fixed for the panel term. On any extension it is re-priced only by written agreement and by no more than the change in the headline consumer price index over the preceding 12 months.

Evidence of every session, both lots

8.4 The panel member submits, per session:

- All dates planned in advance, so AGSA and the employers can plan.
- Proof of delivery: photographs of the venue in use for an in-person session, a recording or equivalent record of an online session.
- An active participant register, signed by each participant in person, or the digital attendance record or equivalent for an online session.
- The assessment and the results, reported with the attendance record for that session.
- A facilitator report on the session, what was covered, attendance, and anything that went wrong.
- The mentor reports for Lot A only, as a deliverable of the programme.
- Confirmation of the certificates of attendance issued to every participant who attended, per clause 5.8.

8.5 Payment. Monthly in arrears. The panel member presents the implementation numbers for the month, agreed with AGSA before and after implementation, with the evidence at clause 8.4 for every session delivered. AGSA verifies the numbers against the evidence and the IMS, and pays the verified numbers within 30 days of accepting them and receiving a valid tax invoice. An invoice exceeding the verified numbers is returned.

8.6 AGSA is not obliged to accept any fee. A fee AGSA considers unrealistically low for a province or mode may be queried, and the bidder required to show it can deliver the specified service at that fee.

9 RETURNABLES

Items 1 to 12 are COMPULSORY. A quotation is responsive only if it contains all of them, in this order, as one consolidated PDF per lot, submitted by e-mail to procurement@tothepowerofx.co.za as set out in Part A. **OMISSION OF ANY COMPULSORY ITEM IS A DISQUALIFICATION:** the quotation fails Stage 1 and is not evaluated further, and AGSA does not call for a missing document after the Closing Date. Item 13 is used for scoring only: its absence scores zero but does not disqualify.

- **1** Covering letter on the bidder's letterhead, signed by an authorised signatory, valid for the period in Part A, stating the lot or lots and the provinces offered.
- **2** Technical proposal, no more than 10 pages per lot: how the minimum topics or themes are covered, the mode or modes offered, the support sessions and self-study approach for Lot A, the assessment, the communication plan, and the proposal on non-attendance at clause 5.7.
- **3** A TIMED PROGRAMME AGENDA for each lot and mode offered, hour by hour from start to close, showing the time given to each topic or theme, the breaks, the activity or interaction in each block, and where the assessment sits. This is a separate returnable and is read as the bidder's commitment to how the day runs.
- **4** Annexure A, the provincial fee schedule for the lot, completed and signed.
- **5** Annexure B, the capacity and coverage declaration for the lot, completed and signed.
- **6** Annexure C, accreditation and partnership, with the accreditation certificate and scope (the bidder's own or the partner's) and the signed partnership agreement where a partner is relied on.

- **7** Company registration documents, being the CIPC registration certificate or CoR document reflecting the bidder's current directors.
- **8** CENTRAL SUPPLIER DATABASE registration: the bidder's CSD registration report or summary, showing the CSD supplier number and an active registration. A bidder not registered and active on the CSD at the Closing Date is not appointed.
- **9** A valid SARS tax compliance status PIN, with the taxpayer reference number, so that AGSA can verify compliance status itself.
- **10** Bank confirmation letter in the bidder's name, not older than three months.
- **11** A sample of participant material for each lot offered: the workbook or take-away resource at clause 5.3, and the template CERTIFICATE OF ATTENDANCE at clause 5.8.
- **12** The signed declarations at clause 11, being the conflict of interest, integrity and personal information declarations.
- **13** B-BBEE certificate or sworn affidavit. Scoring only, not disqualifying.

10 EVALUATION

10.1 Stage 1, responsiveness. Pass or fail, per lot. A quotation is DISQUALIFIED and is not evaluated further if it omits any compulsory returnable at clause 9, is unsigned or late, does not meet clause 2.4, quotes on any basis other than clause 8.1, if the bidder is not registered and active on the Central Supplier Database at the Closing Date, or if the bidder is listed on the National Treasury database of restricted suppliers or the register of tender defaulters. AGSA does not call for a missing compulsory document after the Closing Date and does not accept one submitted late.

10.2 Stage 2, functionality. Each criterion is scored 0 to 5 and weighted, per lot. A quotation scoring below 60 out of 100 does not proceed.

CRITERION	WEIGHT	WHAT IS ASSESSED
Experience and delivery capability	40	Comparable delivery of this kind of programme at volume, the accreditation or partnership standing at clause 2.4, and the facilitator capacity declared per province at Annexure B
Programme design	30	The timed programme agenda at returnable 3 and how the topics or themes are genuinely covered in the day; for Lot A the support sessions, the self-study approach and the route to a usable mentor report; the assessment; and the proposal on non-attendance
Evidence, reporting and IMS	20	Ability to produce the evidence at clause 8.4 to the prescribed format and to capture it into the Power of X^2 IMS on time
Quality assurance and support	10	Quality control of facilitation, participant support and complaints handling

10.3 Stage 3, 80/20 preference, per province and per mode. Each province is ranked separately for in-person and for online delivery. Price scores 80 points on the formula $Ps = 80 \times (1 - (Pt - Pmin) \div Pmin)$, where Pt is the bidder's fee for that mode and Pmin the lowest responsive fee for that mode in that province for that lot, both excluding VAT. A bidder that offers only one mode in a province is ranked only in that mode; a bidder that offers both is ranked in both. Each fee remains subject to clause 8.6. Specific goals score 20 points on the B-BBEE contributor level, as follows:

B-BBEE STATUS LEVEL OF CONTRIBUTOR	POINTS (OUT OF 20)
Level 1	20
Level 2	18
Level 3	14
Level 4	12

B-BBEE STATUS LEVEL OF CONTRIBUTOR	POINTS (OUT OF 20)
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant contributor, or no certificate or affidavit submitted	0

10.4 Ranking and due diligence. Members are ranked per province and per mode by stage 3 total, highest first. A tie is broken by the functionality score, then the B-BBEE level. Before appointment AGSA may verify accreditation and partnership agreements, inspect material, see an online platform demonstrated, or invite a presentation. The evaluation panel has at least three members without a conflict, each signing a declaration before any quotation is opened; the approver does not sit on it. Unsuccessful bidders are told their stage 1 outcome, their functionality score and the reason.

11 PERSONAL INFORMATION, INTEGRITY AND CONDITIONS

11.1 Personal information. The panel member processes participants' personal information only as AGSA's operator, only to deliver and evidence the service, and only for as long as that requires. It secures the information, discloses it to no third party without AGSA's written instruction, notifies AGSA immediately of any compromise, and returns or destroys it on instruction at the end of the term.

11.2 Images and recordings. Photographs and recordings of a session are personal information. The panel member obtains written consent on AGSA's form before any image or recording is taken and does not record a participant who declines. That participant is not disadvantaged, and their attendance record remains the evidence. The panel member submits the consents with its evidence, and uses the material only as AGSA instructs and never for marketing.

11.3 Declaration of Interest and Bidder Integrity. The bidder, by its authorised signatory, declares that: no director, member, trustee, shareholder or owner is in the service of the state or connected to AGSA or to any entity involved in the Programme, except as disclosed below; this quotation was prepared independently, without consultation or agreement with any competitor on price, intention to submit or terms; no gratification has been or will be offered, promised or given in connection with this call; neither the bidder nor any principal is listed on the National Treasury database of restricted suppliers or the register of tender defaulters; its accreditation, or that of its partner where relied on, is valid and held in the name stated; every facilitator it deploys will meet the standard at clause 5.2; and all information supplied is true, correct and complete.

Disclosure (if any): _____

Authorised signatory: Name _____ Capacity _____

Signature _____ Date _____

Witness: Name _____ Signature _____ Date _____

11.4 Conditions. AGSA is not bound to accept the lowest-priced or any quotation, or any quotation for every province or mode offered. It may cancel or amend this call, appoint fewer providers than intended, appoint to one lot and not the other, or appoint none. Bidders bear their own costs. Appointment creates no contract for services; one arises only on a written work order. A material misrepresentation, including as to accreditation, a named person or any evidence, is ground for disqualification, removal and cancellation of any work order. The Prevention and Combating of Corrupt Activities Act 12 of 2004 applies to everyone involved. Bidders keep confidential all information received and use it only to respond to this call. A dispute is negotiated in good faith, then mediated, and failing that determined in the courts of the Republic of South Africa under South African law.



Annexure A PROVINCIAL FEE SCHEDULE

Complete the schedule for the lot or lots you offer, only for the provinces you offer. All fees exclude VAT, are all-inclusive under clause 8.2 and are fixed for the panel term. Rand, to two decimals. A province or mode left blank is not offered.

A1: Lot A, the Workplace Mentor Programme

PROVINCE	FEE PER MENTOR, IN PERSON (R)	FEE PER MENTOR, ONLINE (R)	PLATFORM USED FOR ONLINE DELIVERY
Eastern Cape			
Free State			
Gauteng			
KwaZulu-Natal			
Limpopo			
Mpumalanga			
Northern Cape			
North West			
Western Cape			

A2: Lot B, the Workplace Readiness Programme

PROVINCE	FEE PER INTERN, IN PERSON (R)	FEE PER INTERN, ONLINE (R)	PLATFORM USED FOR ONLINE DELIVERY
Eastern Cape			
Free State			
Gauteng			
KwaZulu-Natal			
Limpopo			
Mpumalanga			
Northern Cape			
North West			
Western Cape			

VAT vendor? YES / NO VAT number: _____

Confirmation. Each fee is all-inclusive under clause 8.2, applies anywhere in that province, and no venue, catering, refreshment, travel, device, connectivity, printing, administration, group-size or other charge will be made. Nothing is payable without delivery and evidence. All fees are fixed for the panel term.

Signature: _____ Name: _____ Capacity: _____ Date: _____

Annexure B CAPACITY AND COVERAGE DECLARATION

One row per province offered, for each lot offered. Declared capacity governs allocation under clause 7.3. Count each facilitator once. Individual facilitators are not named (clause 5.2).

B1: Lot A, mentors

PROVINCE	IN PERSON (Y/N)	ONLINE (Y/N)	FACILITATORS AVAILABLE	MAXIMUM MENTORS PER MONTH	BASE OR NEAREST OFFICE
Eastern Cape					
Free State					
Gauteng					
KwaZulu-Natal					
Limpopo					
Mpumalanga					
Northern Cape					
North West					
Western Cape					
TOTAL per month					

B2: Lot B, interns

PROVINCE	IN PERSON (Y/N)	ONLINE (Y/N)	FACILITATORS AVAILABLE	MAXIMUM INTERNS PER MONTH	BASE OR NEAREST OFFICE
Eastern Cape					
Free State					
Gauteng					
KwaZulu-Natal					
Limpopo					
Mpumalanga					
Northern Cape					
North West					
Western Cape					
TOTAL per month					

Signature: _____ Name: _____ Capacity: _____ Date: _____

Annexure C ACCREDITATION AND PARTNERSHIP

Completed by every bidder, for each lot offered. Individual facilitators are not named (clause 5.2); facilitator numbers are declared at Annexure B.

QUESTION	RESPONSE
Is the bidder itself an accredited training provider?	YES / NO If yes, accrediting body and accreditation number: _____
If no, does the bidder deliver in partnership with an accredited organisation?	YES / NO If yes, name of the accredited partner: _____
What does each party do?	Design and adaptation: _____ Facilitation: _____ Quality assurance: _____
Attached	Accreditation certificate and scope (own or partner's), and the signed partnership agreement where a partner is relied on

Signature: _____ Name: _____ Capacity: _____ Date: _____

Annexure D RETURNABLES CHECKLIST

One consolidated PDF per lot, in this order, e-mailed to procurement@tothepowerofx.co.za. Items 1 to 12 are compulsory and the omission of any one of them disqualifies the quotation. Item 13 is for scoring only.

#	RETURNABLE (CLAUSE 9)	ATTACHED (Y/N)	PAGE
1	Signed covering letter, stating the lot and the provinces offered		
2	Technical proposal, maximum 10 pages per lot		
3	Timed programme agenda, for each lot and mode offered		
4	Annexure A, provincial fee schedule, signed		
5	Annexure B, capacity and coverage declaration, signed		
6	Annexure C, accreditation and partnership, signed, with certificates and any partnership agreement		
7	Company registration documents (CIPC certificate or CoR)		
8	Central Supplier Database registration report, showing an active registration		
9	Valid SARS tax compliance status PIN and taxpayer reference number		
10	Bank confirmation letter, not older than three months		
11	Sample participant material, including the template certificate of attendance		
12	Signed declarations at clause 11		
13	B-BBEE certificate or sworn affidavit (scoring only, not disqualifying)		