



# Request for Bid

## SAQA 0001/14 ACS

**SAQA is seeking to appoint experts in Education, Training and Development whose first language is one of the following: Afrikaans, IsiNdebele, IsiSwati, IsiXhosa, IsiZulu, SePedi, SeSotho, SeTswana, TshiVenda, XiTsonga, to form a panel of speakers that SAQA would use for radio interviews in the said languages**

**CLOSING DATE: 07 MARCH 2014 AT 11:00**

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## **ANNEXURE A – GENERAL CONDITIONS OF CONTRACT**

# Instruction

## **SAQA IS SEEKING TO APPOINT A PANEL OF SPEAKERS THAT SAQA WOULD USE FOR RADIO INTERVIEWS IN TEN DIFFERENT LANGUAGES**

In submitting a proposal, the bidder accepts in full and without restriction the general conditions governing this contract as the sole basis of this bidding procedure, whatever its own conditions of sale may be, which it hereby waives. Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this bid document. Failure to submit a proposal containing all the required information and documentation within the deadline specified may lead to the rejection of the proposal. No account can be taken of any reservation in the bid as regards the bid document; any reservation may result in the rejection of the proposal without further evaluation.

### **1. PURPOSE**

SAQA is looking for contractors for each of the 10 radio programmes for another phase of the radio campaign, which will start in April 2014. The chosen contractors will not be limited to the Career Advice Services project radio campaign as SAQA use the speakers for interviews not directly related to the Project.

### **2. TIMETABLE**

	<b>DATE</b>	<b>TIME#</b>
<b>Circulation of the Request document</b>	Friday 07 Feb 2014	
<b>Deadline for submission of tenders</b>	<b>Friday</b> <b>07 March 2014</b>	<b>11:00</b>

## 2. Part 2 - Special conditions of tender and contract

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>1. GUIDELINE ON COMPLETION</b>					
1.1	Tenderers must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant tender requirements by marking the YES box and noncompliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box. The tenderer must clearly state if a deviation from these requirements are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the tender submission. Tenders not completed in this manner may be considered incomplete and rejected. Should tenderers fail to indicate agreement/compliance or otherwise, SAQA will assume that the tenderer is not in compliance or agreement with the statement(s) as specified in this tender.				
1.2	Proper tenders for the services specified must be submitted.				
<b>2. GENERAL CONDITIONS OF CONTRACT</b>					
2.1	The General Conditions of Contract must be accepted.				
<b>3. ADDITIONAL INFORMATION REQUIREMENTS</b>					
3.1	During evaluation of the tenders, additional information may be requested in writing from tenderers. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your tender being disregarded.				
<b>4. VENDOR INFORMATION</b>					
4.1	All tenderers will be required to complete a vendor information form detailing the organisation's complete profile.				
<b>5. QUESTIONNAIRE: BROAD BASED BLACK ECONOMIC EMPOWERMENT</b>					
5.1	All tenderers will be required to complete a Broad Based Black Economic Empowerment form detailing the organisation's profile.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>6. CONFIDENTIALITY</b>					
6.1	The tender and all information in connection therewith shall be held in strict confidence by tenderers and usage of such information shall be limited to the preparation of the tender.				
6.2	All tenderers are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding SAQA or of its activities to any other organisation or individual. The tenderers may not disclose any information, documentation or products to other clients without written approval of SAQA.				
<b>7. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT</b>					
7.1	Copyright of all documentation relating to this assignment belongs to SAQA. The successful tenderer may not disclose any information, documentation or products to other clients without the written approval of SAQA.				
7.2	In the event that the Company would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from SAQA.				
7.3	SAQA shall own all materials produced by the Company during the course of, or as part of the Services.				
7.4	This clause 7 shall survive termination of this Agreement.				
<b>8. PAYMENTS</b>					
8.1	SAQA will pay the Company the Fee as set out in the final contract. No additional amounts will be payable by SAQA to the contractor.				
8.2	No payment will be made to the contractor unless an invoice has been submitted to SAQA.				
8.3	Payment shall be made into the tenderer's bank account formally within 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this tender is awarded).				
8.4	The contractor shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other moneys required to be paid in terms of applicable law.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>9. NON-COMPLIANCE WITH DELIVERY TERMS</b>					
9.1	As soon as it becomes known to the contractor that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, SAQA must be given immediate written notice to this effect. SAQA reserves the right to implement remedies as provided for in the GCC.				
<b>10. WARRANTS</b>					
10.1	The Service Provider warrants that:  They are able to conclude this Agreement to the satisfaction of SAQA.				
10.2	Although the contractor will be entitled to provide services to persons other than SAQA, the contractor shall not without the prior written consent of SAQA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
<b>11. PARTIES NOT AFFECTED BY WAIVER OF BREACHES</b>					
11.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.				
11.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
<b>12. RETENTION</b>					
12.1	On termination of this agreement, the contractor shall on demand hand over all documentation, information, software, etc., without the right of retention, to SAQA.				
12.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>13. SUBMITTING TENDERS</b>					
13.1	An original plus three copies of the tender, i.e. four documents in total and one soft copy should be handed in/delivered to:				
13.2	Deputy Director: Supply Chain Management The South African Qualifications Authority (SAQA) 1067 Arcadia Street Hatfield Pretoria 0083				
	<b>NB:</b> Tenderers are to indicate on the cover of each document whether it is the original or a copy				
13.3	Tenders should be in a sealed envelope, marked with:  Tender number (SAQA 0001/14 ACS) Closing date and time (07 March 2014 @ 11:00) The name and address of the tenderer				
<b>14. LATE TENDERS</b>					
14.1	Late submissions will not be accepted. A submission will be considered late if it arrived only one second after 11:00 or any time thereafter. The tender (tender) box shall be locked at exactly 11:00 and tenders arriving late will not be accepted under any circumstances. Tenderers are therefore strongly advised to ensure that tenders be dispatched allowing enough time for any unforeseen events that may delay the delivery of the tender.				
<b>15. BRIEFING SESSION AND CLARIFICATIONS</b>					
15.1	No briefing session will be held.				
15.1.1	Any clarification required by a tenderer regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the tender, is to be requested in writing (letter, facsimile or e-mail) from Lenette Venter. The tender number should be mentioned in all correspondence.				
<b>16. FORMAT OF TENDERS</b>					
16.1	Tenderers must complete all the necessary tender documents and undertakings required in this tender document. Tenderers are advised that their proposal should be concise, written in plain English and simply presented.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
16.2	Tenderers are to set out their proposal in the following format:				
16.2.1	<b>Part 1:</b> Invitation to Tender				
16.2.2	<b>Part 2:</b> Compliance to Special Conditions of Tender and Noting of Evaluation Process and Criteria				
16.2.3	<b>Part 3.1:</b> SARS Tax Clearance Certificate(s) <b>Part 3.2:</b> B-BBEE Certificate				
16.2.4	<b>Part 4:</b> Declaration of interest				
16.2.5	<b>Part 5:</b> Standard Bid Documentation				
16.2.6	<b>Part 6:</b> Understanding of Terms of Reference				
16.2.7	<b>Part 7:</b> Experience in this field				
16.2.8	<b>Part 8:</b> Infrastructure				
16.2.9	<b>Part 9:</b> Pricing Schedule				
<b>17. DETAIL OF PROPOSAL DOCUMENTS</b>					
17.1	<b>Part 1: Invitation to Tender</b> Tenderers must complete and submit the Invitation to Tender document.				
17.2	<b>Part 2: Compliance to Special Conditions of Tender and Noting of Evaluation Process and Criteria</b> Indicate compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
17.3	<b>Part 3.1: SARS Tax Clearance Certificate</b> An original SARS Tax Clearance Certificate must accompany the proposal. In case of a consortium/joint venture, or where subcontractors are utilised, an original SARS Tax Clearance Certificate for each consortium/ joint venture member and/or subcontractor (individual) must be submitted.  <b>Part 3.2: BBBEE Certificate</b> An accredited BBBEE Certificate must accompany the proposal. Complete and sign SBD6.1 Form.				
17.4	<b>Part 4: Declaration of Interest</b> Tenderers must complete and submit the Declaration of Interest SBD 4 Form.				



No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
17.5	<b>Part 5: Standard Bid Documentation</b>				
17.5.1	Tenderers must complete and submit all required documentation; SBD 8 and SBD 9 Forms				
17.6	<b>Part 6:</b> Understanding of the Terms of Reference, refer to the Terms of Reference.				
17.6.1	Provide an overview of the methodology				
17.6.2	Describe, in detail, exactly how you propose to carry out the activities to achieve the outcomes identified in the Terms of Reference. You should identify any possible problems that might hinder delivery and indicate how you will avoid, or overcome such problems.				
17.6.3	Describe how the work will be managed.				
17.7	<b>Part 7:</b> Experience in this field				
17.7.1	Tenderers should provide at least the following information:  Details of contracts for similar work within the last 4 years. Contact details of a minimum of 3 organizations for which work was done.				
17.8	<b>Part 9: Pricing Schedule</b>				
17.8.1	All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed. The proposed totals for fees and reimbursable costs will be included in the contract as the maximum amount to be spent on these items.				
17.8.2	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				
<b>18. PRESENTATIONS</b>					
18.1	The bidders that qualify with respect to the criteria (functionality) MAY be called to present their concept and ideas.				
<b>19. NEGOTIATIONS</b>					
19.1	SAQA has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
19.2	SAQA shall not be obliged to accept the lowest of any quotation offer or proposal.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
19.3	Despite preferential procurement regulations 3(4), 4(4), 5(4), 6(4) and 8(8) that state that only the proposal with the highest number of points may be selected, a contract may, on reasonable and justifiable grounds, be awarded to a proponent that did not score the highest number of points.				
19.4	All tenderers will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
19.5	Documents submitted by tenderers will not be returned.				
<b>20. DOMICILIUM</b>					
20.1	The parties hereto choose domicilia citandi et executandi for all purposes of and in connection with the final contract as follows:				
	The South African Qualifications Authority (SAQA) 1067 Arcadia Street Hatfield Pretoria 0083				
	The Service Provider: o o o o o o o o o o o o o o .				

### 3. EVALUATION CRITERIA

3.1 This requirement relates to a service and therefore not only price will be considered. Functionality will most importantly also be taken into account.

3.2 valuation of the proposals will be based on the following evaluation criteria:

PHASE 1: FUNCTIONALITY	Sliding scale
1.1 An understanding of SAQA & NQF related matters	10
1.2 Qualification / Expertise in Education, Training and Development	15
1.3 Relevant experience / 3 years in Education, Training or Development	20
1.3 Knowledge & experience of public speaking (Please submit references)	20
1.4 First language speaker in the selected language	15
1.5 Ability to translate and interpret text from English to the selected language	20
<b>Total score for Functionality</b>	<b>100</b>
<b>Bidders MUST score 80% and more for phase 1 to qualify for further evaluation.</b>	
<b>Bidders that fail to score 80% or more may be disqualified for being technically non-compliant and may not be considered for Phase 2</b>	

PHASE 2: PRICE	80
[As per formula indicated below]	
<b>B-BBEE</b>	<b>20</b>
<b>Level 1</b>	<b>20</b>
<b>Level 2</b>	<b>18</b>
<b>Level 3</b>	<b>16</b>
<b>Level 4</b>	<b>12</b>
<b>Level 5</b>	<b>8</b>
<b>Level 6</b>	<b>6</b>
<b>Level 7</b>	<b>4</b>
<b>Level 8</b>	<b>2</b>
<b>Non-compliant contributor</b>	<b>0</b>

#### 4. BID DOCUMENTATION

It is very important that the standard bid documentation included in this bid document be completed and submitted as part of the proposal. Failure on the part of the bidder to complete the attached documentation may lead to disqualification.

<b>Attached Documents</b>	<b>Reference</b>
Invitation to Bid	SBD 1
Tax Clearance Requirements	SBD 2
Pricing Schedule . Firm Prices	SBD 3.1
Declaration of Interest	SBD 4
Preference points claim form in terms of the Preferential Procurement Regulations 2011	SBD 6.1
Declaration of Bidders' pas Supply Chain Management Practices	SBD 8
Certificate of Independent Bid Determination	SBD 9
Organisation and methodology [To be drawn up by the bidder using the format as per paragraph 14 of this bid document]	Refer to par. 14

#### 5. PERIOD OF VALIDITY

Bidders shall be bound by their proposals for a period of **90 days** from the deadline for the submission of bids.

#### 6. LANGUAGE

The proposals, all correspondence and documents related to the bid document exchanged by the bidder and SAQA must be written in the language of the procedure . **English.**

Supporting documents and printed literature furnished by the bidder may be in another language, provided they are accompanied by an accurate translation into the language of the procedure. For the purposes of interpretation of the bid, the language of the procedure will prevail.

## 7. INFORMATION SESSION

There will not be an information session.

## 8. SUBMISSION OF BIDS

**Proposals must be received before the deadline as indicated in the bid document. They must include the signed standard bid documentation and all other relevant documents required and submitted at the following address:**

Physical Address South African Qualifications Authority SAQA House Building 1067 Arcadia Street Hatfield, Pretoria, 0083
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**Bidders shall comply with the following conditions:**

**All bids to be submitted in one original marked “original”, and 3 (three) copies signed in the same way as the original and marked “copy”.**

**All bids must be received before 11.00 on Friday 07 March 2014.**

**All bids, including annexures and all supporting documents, to be submitted in a sealed envelope bearing only:**

- (a) *the above address*
- (b) *the reference code of this bid, **SAQA 0001/14 ACS***
- (c) *the words “Not to be opened before the bid opening session” in the language of the bid document - **English***
- (d) *The name of the bidder*

## 9. PRICING

Bidders shall be deemed to have satisfied themselves, before submitting their proposal(s), as to its/their correctness and sufficiency, to have taken account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

## **10. ADDITIONAL INFORMATION BEFORE THE DEADLINE FOR SUBMISSION OF TENDERS**

Bidders may submit questions in writing to the following address, specifying:

The contract title: SAQA IS SEEKING TO APPOINT A PANEL OF SPEAKERS THAT SAQA WOULD USE FOR RADIO INTERVIEWS IN TEN DIFFERENT LANGUAGES

Contact name: Lenette Venter  
Deputy Director: Supply Chain Management

Postal address: SOUTH AFRICAN QUALIFICATIONS AUTHORITY,  
Post Net Suite 248, Private Bag X06, WATERKLOOF, 0145

Physical address: SOUTH AFRICAN QUALIFICATIONS AUTHORITY,  
SAQA House Building, 1067 Arcadia Street, Hatfield, Pretoria  
0081

Fax No: (012) 431-5061

E-mail: lventer@saqa.co.za

Any prospective bidders seeking to arrange individual meetings with SAQA during the bid period may be excluded from the bid procedure.

## **11. OPENING OF BIDS**

The opening and examination of bids shall be for the purpose of checking whether the bids are complete, whether the documents have been properly signed and whether the bid proposals are generally in order.

In the interests of transparency and equal treatment and without being able to modify their proposals, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or major restrictions affecting performance of the contract or distorting competition.

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence SAQA in its decision concerning the award of the contract shall result in the immediate rejection of its bid.

All bids received after the deadline for submission specified in the procurement notice or these instructions will be kept by SAQA. No liability can be accepted for late delivery of bids. **Late bids may be rejected and will not be evaluated.**

In no event shall SAQA be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the Contracting Authority has been advised of the possibility of damages. The publication of a procurement notice does not commit SAQA to implement the programme or project announced.

## 12. TERMS OF REFERENCE

### 12.1 BACKGROUND INFORMATION

#### 12.1.1 Contracting Authority

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

SAQA is a statutory body responsible for overseeing the further development and implementation of the National Qualifications Framework (NQF). More information on SAQA and the NQF can be obtained from its website <http://www.saqa.org.za>

#### 12.1.2 Career Advice Services Project

The Minister of Higher Education and Training launched the career advice services as a Ministerial Flagship Project on 18 July 2010, on Mandela Day, in Giyani. SAQA is working in collaboration with the Department of Higher Education and Training (DHET) to develop and implement the project. The project aims to establish a national, comprehensive, independent and inclusive multi-channel NQF and Career Advice Helpline to bring qualification and career related information, services and resources to learners across the country, especially those in rural and hard to reach communities. The goal is to provide affordable access to information, advice and guidance to help people, wherever they are.

Radio has been identified as one of the mediums that will enable the project to achieve the above goal. SAQA and the DHET are currently sponsoring education programmes on 10 SABC African Languages radio stations which broadcast weekly to about 2 million people. The schedule of the programmes and the respective languages is as follows and is subject to change.

#### 12.1.3 Radio Schedule

Umhlobo Wenene fm	Mondays	isiXhosa	20:30 . 21:00
Thobela fm	Mondays	Sepedi	21:05 - 21h30
Phalaphala fm	Wednesday	Tshivenda	17:30 . 18:00
Munghana Lonene fm	Tuesdays	Xitsonga	21:30 . 22:00



Ukhozi fm	Mondays	isiZulu	21:05 . 21:30
Lesedi fm	Thursdays	Sesotho	16:15 . 16:45
Ligwalagwala fm	Mondays	siSwati	14:30 -15:00
Motsweding fm	Mondays	Setswana	21:20 . 21:50
Ikwewezi fm	Mondays	isiNdebele	15:05 . 15:30
Radio Sonder Grense	Wednesdays	Afrikaans	19:30· 20:00

#### 12.1.4 Campaign objectives

The objectives of the campaign are to:

- provide information and guidance on:
  - post-school education and training system and the various options available
  - NQF-registered qualifications
  - career options
- expose learners, especially from rural and poor backgrounds, to this information which is not easily accessible to them
- guide and encourage learners to make career choices and decisions and apply to education and training institutions timeously
- Inform youth who is neither in employment, education or training about options and opportunities available for them to pursue.

## 12.2 REQUIREMENTS

SAQA is looking for contractors for each of the 10 radio programmes for another phase of the radio campaign, which will start in April 2014. **The chosen contractors will not be limited to the Career Advice Services Project radio campaign as SAQA use the speakers for interviews not directly related to the Project.**

Contractors should meet the following requirements:

- be qualified in education, training and development , with at least 3 yearsq experience in the field
- have a good understanding of SAQA and NQF-related matters

- be a first language speaker of one of the following languages: Afrikaans, IsiNdebele, IsiSwati, IsiXhosa, IsiZulu, SePedi, SeSotho, SeTswana, TshiVenda, XiTsonga
- can accurately translate and interpret text from English into his/her first language
- have knowledge and experience of public speaking. Experience in participating in radio interviews will be an added advantage
- be available to be a guest speaker in the radio programmes each week, at the SABC radio studios in his/her region and or telephonically.

The contractor must submit a cost estimate for the preparation and the 30-minute interview.

### **12.3 ASSUMPTIONS AND RISKS**

The selected contractor will:

- have the necessary expertise and resources to fulfil all the requirements of the contract
- acquaint himself/herself with each topic and be fully prepared for each radio interview
- translate and interpret the scripts he/she will receive in English into his/her first language to prepare for the interview
- go to the SABC regional station or be available on the phone for all the interviews
- positively promote the work done and services provided by SAQA and the South African education and training system as a whole
- Maintain the integrity of SAQA and the South African government at all times

### **12.4 SAQA's RESPONSIBILITIES**

SAQA will:

- provide all the necessary material, including the scripts, in English, for the interviews timeously
- provide the date and time for all the interviews and the contact details of the relevant people at the SABC studios
- hold regular briefing sessions with the contractors.

## **12.5 LOGISTICS**

- The interviews will be done at the SABC regional radio stations or telephonically. A regular and working mobile and or land-line number is required.
- The contractor will provide regular feedback to SAQA regarding the programmes.

## **12.6 CONFIDENTIALITY**

It is a specific condition of a contract with SAQA that service providers awarded contracts undertake not to divulge to others, or use for their own benefit, confidential information gained during the course of the work.

## **12.7 TIME FRAMES**

- Estimate start date: 01 April 2014
- The duration of each radio campaign will be made known to the successful contractors at the start of each campaign
- No commitment to any level of fees paid

### **13. CONDITIONS UNDER WHICH PROPOSALS ARE TO BE SUBMITTED**

- 13.1 SAQA reserves the right to reject any tender that, in its opinion, is not suitable for the purpose of this assignment.
- 13.2 Contractors may be penalised for not meeting performance levels. Where such shortfalls exist, notification and warning(s) will precede any such penalty to correct the situation promptly.
- 13.3 SAQA reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should it be decided not to proceed with the project. Should either party due to reasons not attributable to the contractor terminate the agreement between SAQA and the service provider, the service provider will be remunerated for the appropriate portion of work completed.
- 13.4 The professional persons proposed for use on the project shall remain in use on the project unless permission is granted by SAQA to change the staffing proposal. Such permission will only be granted in exceptional cases.
- 13.5 No material or information derived from the provision of the services under the contract may be used for any purposes other than those of SAQA, except where authorized in writing to do so by SAQA.
- 13.6 The bidder will be disqualified should any attempt be made by the service provider, either directly or indirectly, to canvass SAQA, or any of its employees in respect of a bid between the date of the tender and the date of award.
- 13.7 The copyright of all documents and electronic aids, software etc, prepared or developed in terms of this appointment shall be vested in SAQA.
- 13.8 SAQA reserves the right not to accept the lowest quotation, as the quality of the bid proposal and the potential to implement will play a major role when the bid proposals are evaluated. Similarly SAQA is not bound to select any of the service providers pitching for the bid.
  - 13.8.1 SAQA reserves the right to award only part of the contract, if deems it necessary.
- 13.9 The General Conditions of Contract will apply in this tender.

## 14. ORGANISATION AND METHODOLOGY

To be completed by the Bidder

### RATIONALE

- Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. **Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final contract.**
- An opinion on the key issues related to the achievement of the contract objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract.