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SECTION A: BID ADVERT

SBD 1

Bid Description	REQUEST FOR PROPOSALS FOR PARTICIPATION IN THE EPWP NON-STATE SECTOR PROGRAMME FROM 2024/2025 TO 2025 /2026 FINANCIAL YEARS										
Bid number	EPWP/NSS NPO PROGRAMME 2024/25 -2025/26										
Name of institution	Independent Development Trust (IDT)										
The place where goods, works or services are required	All IDT Regional Offices in the provinces (Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, Northern Cape, North West and Western Cape)										
Closing date and time	Date	0	5	0	6	2	0	2	4	Time	12h00 pm
Contact details	Physical address			IDT Regional Offices, see Section H: Contact People, Addresses of Regional Offices, Compulsory Briefing Sessions venues and times on page 32							
	Tel			See Section H: Contact People, Addresses of Regional Offices, Compulsory Briefing Sessions venues and times on page 32							
	email			See Section H: Contact People, Addresses of Regional Offices, Compulsory Briefing Sessions venues and times on page 32							
	Contact person			See Section H: Contact People, Addresses of Regional Offices, Compulsory Briefing Sessions venues and times on page 32							
Where bids can be collected	IDT website www.idt.org.za/business-opportunities/current-tenders/ and the National Treasury e-Tender Portal available on www.treasury.gov.za										
Where bids must be delivered	All the IDT Regional Offices. See Section H: Contact People, Addresses of Regional Offices, Compulsory Briefing Sessions venues and times on page 32										
Category (Goods/ Services)	Services										
Sector	Non-State Sector										
Region	All Regional Offices located in all the provinces										
Supplier Details											
Name of bidder											
Postal Address											
Street Address											
Telephone Number	Code		Number								
Cell phone Number											
Email Address											
Supplier Compliance Status	Tax Compliance System PIN		AND	Central Supplier Database No:		MAAA					

SIGNATURE OF BIDDER.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

SECTION B: TERMS AND CONDITIONS FOR BIDDING

1. TERMS AND CONDITIONS

ITEM	DESCRIPTION
1.1 Tender Issue Date	Sunday, 05 May 2024
1.2 Compulsory Briefing	13 th to 20 th May 2024 Bidders MUST complete the Compulsory Briefing Session register. Bidders not on the briefing session register will be eliminated.
1.3 Quote Reference No.	EPWP/NSS NPO PROGRAMME / 2024/25-2025/26
1.4 Enquiries	Any queries shall be directed in writing to the IDT and shall be addressed to the regional contact person at the address indicated on page 32. Email: SFTenders@idt.org.za
1.5 Mandatory Requirements	1.5.1 Authority to Sign the Bid Document and all Annexures (see bid document on page 40). 1.5.2 Valid COIDA Certificate 1.5.3 Proof of UIF Registration (UF54) 1.5.4 NPO Registration Certificate 1.5.5 Department of Social Development Compliance Letter (the compliance letter for the period 2022/2023 and compliance letter / acknowledgement letter for the period 2023/2024 financial year as guided by the NPO Act 71 of 1997) FAILURE TO SUBMIT ANY OF THE ABOVE WILL LEAD TO DISQUALIFICATION
1.6 Mandatory Administrative Requirement	1.6.1 Submission of fully completed and signed Invitation to Bid (SBD 1) 1.6.2 Submission of fully completed and signed Bidder's Disclosure (SBD 4)
1.7. Returnable documents	The following returnable documents shall be submitted together with the bid. The validity of this documentation will be verified at the time of award. 1.7.1. Full Report of Central Supplier Database 1.7.2. Valid Tax Compliance Letter with a unique pin 1.7.3. Proof of residence (proof of ownership or lease contract or municipal services bill or letter tribal office – Due diligence)

ITEM	DESCRIPTION
	1.7.4. Audited or Bookkeeper Financial statement of the previous financial year in line with the NPO Constitution
1.8. Returnable Documents	1.8.1. In line with the Submission checklist (Refer to Page 36) and in line with Item 1.5 ,1.6 and Item 1.7
1.9. Evaluation Criteria	<p>This bid will be evaluated in three stages</p> <p>1.9.1. Mandatory Requirements</p> <p>1.9.2. Functionality Criteria</p> <p>1.9.3. Due-diligence</p> <p>1.9.4. Only Bidders who have passed functionality will then be evaluated further on-site during due diligence site visits. The minimum threshold for functionality is 60 points.</p> <p>1.9.5. The NPOs must score a total of 80 points for due diligence or site inspection to qualify for participation in the EPWP NSS NPO Programme for the 2024/2025 and 2025/2026 financial year only.</p> <p>1.9.6. Only NPOs which pass due diligence evaluation will be recommended to participate in the programme.</p>
1.10. Submission of Bid documents	<p>1.10.1 Bids must be delivered on or before the closing date and the time as per the advert.</p> <p>1.10.2 Bidders must sign the Bid Submission Register upon delivery of the bid at the regional office. Bidders not on the Bid Submission Register will not be considered. This applies to bids, which are submitted through Courier companies. NPOs MUST inform their Courier Companies to sign the Bid Submission Register in the name of the NPO.</p> <p>1.10.3 Bids submitted after the closing time will not be considered.</p> <p>1.10.4 Bid documents shall be hand-delivered in 1 combined pack (i.e. Bid document and its accompanying Annexures) to the Implementing Agent (IDT), and shall be marked as follows:</p> <p>Marked confidential Bid and Indicate the following: BID NUMBER: EPWP/NSS NPO PROGRAMME / 2024/25 – 2025/26 BID DESCRIPTION: REQUEST FOR PROPOSALS FOR PARTICIPATION IN THE EPWP NON-STATE SECTOR PROGRAMME FROM 2024/2025 TO 2025 /2026 FINANCIAL YEARS</p>

ITEM	DESCRIPTION
	<p>THE BID BOX WILL BE LOCATED AT THE IDT REGIONAL OFFICES MAIN RECEPTION AREA AS PER THE ADDRESS INDICATED ON PAGE 32 OF THE BID DOCUMENT.</p> <p>NB: Emailed or Faxed bid documents will be disqualified.</p>
<p>1.11. Notes to bidders</p>	<p>1.11.1. The bid shall be valid for 90 calendar days.</p> <p>1.11.2. Bidders' queries will be attended to only up to 5 calendar days before the closing date.</p> <p>1.11.3. Should bidders not receive any correspondence after 90 days of tender validity period then bidders should consider their application unsuccessful.</p> <p>1.11.4. Bids must be submitted on the official forms, which are provided as part of the bid document.</p>
<p>1.12. NPO Resources</p>	<p>1.12.1. The NPO is to provide details of the (3) human resource (Manager - Diploma, Finance Officer – Matric plus a certificate in finance and Admin – Matric plus a certificate) to be used in the project and attach proof of their relevant qualifications (qualification and details of personnel must be submitted).</p> <p>1.12.2. Such human resource shall be available at all times for the project during the contract period. Should assigned human resource be changed for some other reason, he/she should be replaced by a person/s of equivalent or higher qualification.</p> <p>1.12.3. In cases where the bidder submits a bid for more than one province the bidder should provide the three human resource per province.</p> <p>1.12.4. Bidder to disclose the other provinces where the bids are submitted and include the list of personnel per province (Bidders must not utilize the same personnel for different provinces)</p>
<p>1.13. Cancellation Costs</p>	<p>1.13.1. Should the programme be cancelled by the client Department, due to financial constraints and/or other reasons, the IDT and the Client Department shall not be liable to remunerate the service provider for any potential loss of business and/or profit.</p>

ITEM	DESCRIPTION
<p>1.14. NPO address</p>	<p>1.14.1. NPOs will only be considered in provinces where they have operational offices. Proof of address (NPO's Property ownership, valid Lease agreement, letter from Local Councilor/ Tribal: Office or Municipal bill) not older than three months must be attached.</p>
<p>1.15. IDT's Reservation of Rights – start here</p>	<p>1.15.1. IDT reserves the right to conduct a risk assessment if the recommended bidder is the responsive bidder and has already been awarded a contract.</p> <p>1.15.2. IDT reserves the right to negotiate with the NPO where and which participants to contract with.</p> <p>1.15.3. IDT reserves the right to cancel or withdraw this request for bid without prior notice and without furnishing any reasons whatsoever.</p> <p>1.15.4. IDT reserves the right to subject Bidders and their facilities to assessment as part of the evaluation process or as a condition to be appointed.</p> <p>1.15.5. The IDT reserves the right to amend, modify, withdraw this Bid, or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person</p> <p>1.15.6. IDT reserves the right to contact the Landlord in cases where a lease agreement is provided</p>
<p>1.16. Bid Document and Contract</p>	<p>1.16.1. The Bidder is advised to ensure that they familiarize themselves with all the contents of the Bid documents, as those will form the basis of the contract to be entered into. Any contents of this document that the bidder requires clarity on shall be brought forward before the Bid submission date stipulated in this Bid document.</p> <p>1.16.2. Note: The Bid Document must be completed using permanent black ink.</p> <p>1.16.3. The Bid document must be bound and be in a sealed envelope.</p> <p>1.16.4. All Bid documents submitted to the IDT will become the property of the IDT and will as such not be returned to the</p>

ITEM	DESCRIPTION
	<p>bidders. Proprietary information should be identified as such in each proposal.</p> <p>1.16.5. If the IDT amends this bid document, the IDT will issue an erratum.</p> <p>1.16.6 This document must be used solely for the purpose it is intended to achieve.</p> <p>1.16.7 The NPO will be expected to enter into a contract with the IDT.</p> <p>1.16.8 Bidders who are blacklisted with the National Treasury will be eliminated, therefore, not considered any further evaluation.</p>
<p>1.17. DURATION OF CONTRACT</p>	<p>1.17.1. Successful NPOs will be contracted for two financial years (2024/2025 to 2025/26) from the date of appointment in 2024 until 31 March 2026.</p>

SECTION C: EVALUATION METHOD

2. BID EVALUATION METHODOLOGY

The Three-stage evaluation method will be used for the appointment of the NPOs for the EPWP NSS NPO Programme 2024/25 – 2025/26 Financial Years.

2.1 Compulsory Requirements

The compulsory requirements are gatekeeper criteria and must be satisfied by the bidders before functionality evaluations. Failure to satisfy any of these requirements will lead to disqualification.

2.2 Functionality Criteria

All bidders who satisfy the Compulsory requirements are further evaluated for functionality. This part of the evaluation looks at the following:

EVALUATION CRITERIA	WEIGHT
a) Readiness of the NPO to implement the EPWP new focus areas;	40
b) Capacity of the NPO to manage work for the creation of work opportunities;	20
c) Governance;	10
d) Fair understanding of the EPWP Programme and a detailed Implementation plan with applicable demographic targets;	20
e) Ability of the NPO to network to raise complimentary resources for their sustainability, maximisation of the impact and improvement of the programme.	10

Only the NPOs that obtain a threshold of 60 points will be considered further. The NPOs, which fail to meet a threshold of 60 points, will be eliminated at this stage.

2.3 Due Diligence / Site Inspection

Bidders who have passed functionality will be evaluated further on-site through due diligence site visits. Due diligence seeks to confirm and assess the status of the NPOs and cover the following requirements:

- 1) **Basic Office Infrastructure**
- 2) **Business plans and resources** for the implementation of the programme especially the focus areas.

- 3) Commitment to work with **vulnerable groups** i.e. Women, Youth and People with Disabilities;
- 4) Proof of existing Project Sites

The NPOs must score a total of **80 points** for due diligence to qualify for participation in the EPWP NSS NPO Programme for the 2024/25 – 2025/26 financial years.

Only NPOs that pass due diligence evaluation will be recommended to participate in the programme.

SECTION D: ABOUT THE NPO

3. BACKGROUND OF THE NPO

3.1 NPO Details

Please complete the sections required below and where applicable tick the relevant option for your NPO registration status:

Name of the Organisation	
NPO Registration number	
Contact telephone number	
Contact mobile number	
Email address	
Web address (if available)	
Physical Address	
Key Contact person	
Alternative contact person (Name and contact number)	

3.2 Project Specification

State the NPO objective(s) as they align to the EPWP Phase V Focus Areas:

3.3 Key staff complement

MANAGEMENT INFORMATION:			
Manager			
Administration officer			
Financial officer			
EMPLOYEE STATUS:	Number of full time staff members		Number Volunteers
Total number of volunteers and full time staff			

3.4 Geographic information

Province	
District/ Metropolitan Municipality	
Local Municipality	
Name of Township/Village	
Ward number	
Coordinates	

3.5 Proposed number of work opportunities to be created

Female	No.:	Male	No.:	Total	No.:
---------------	------	-------------	------	--------------	------

Targeted/ Designated group	Number
Women	
Youth	
People with Disabilities	

3.6 Organisational Capacity

Does the NPO have basic infrastructure (please tick)									
Office space	Yes		No		Computers	Yes		No	
Office furniture	Yes		No		Printing facilities	Yes		No	
Has the NPO received funding in the past? Attach list if space provided is not sufficient									
Name of Funders					Year		Total Value		
i)									

ii)		
Is the NPO currently funded by the EPWP? Attach list if space provided is not sufficient		
Sector	Year	Total Value
i)		
ii)		

3.7 Commitment the participation of vulnerable groups

Does the NPO programme focus on inclusion of women, youth and people with disabilities	Yes		No	
If yes please provide details:				

3.8 Sustainability activities

Indicate how your NPO can expand from the current projects to create form partnerships with organisations (private and public) to create more work opportunities and maximise the impact the EPWP Phase V:

3.9 Sustainability

Does the NPO network with other institutions in the sector? If yes, please substantiate.	
Name of Institution	Nature of support received
i)	
ii)	
iii)	
Is the NPO able to market the services rendered/products produced? Provide details	
What is the potential of the NPO to grow over the next two years: Please elaborate.	
How stable has the NPO been since it was established?	
Is the NPO financially viable? If so, how does the NPO generate its funding?	

DECLARATION:

I..... (Name and Surname),
 Identity number.....in
 my capacity as.....acknowledge that I have read the
 contents of the application form / NPO Proposal Guide and confirm that I have provided
 information which is to the best of my knowledge complete, true and correct.

Signed at..... (Place) on theday
 of.....(month) of 2024.

SECTION E: TERMS OF REFERENCE

4. PROGRAMME BACKGROUND

The Expanded Public Works Programme (EPWP) was introduced in 2004 as one of the measures to reduce the negative impacts of high and persistent levels of unemployment. The programme aims to provide the unemployed with an opportunity to work and an avenue to contribute towards the development of communities and ultimately the country.

To achieve this the Department of Public Works and Infrastructure (DPWI) appointed the Independent Development Trust (IDT) as the implementing agent for EPWP Non-State Sector Non Profit Organisations (NPO) programme. The EPWP NSS NPO programme phase IV is a continuation of the EPWP phase I which commenced in 2004 aimed at enlisting unemployed people in meaningful work. The programme is currently in year one of Phase V. The programme is implemented through the establishment of partnerships with Non-Profit Organisations (NPOs).

The purpose of these terms of reference is to guide the NPOs in all the provinces of South Africa towards bidding for appointment to create work opportunities for the unemployed people as part of the EPWP Phase V Non- State Sector (NSS) NPO Programme Year 1 and Year 2 of Phase of V (2024/25 - 2025/26 financial years).

4.1 PROGRAMME OBJECTIVES

The main objective of the programme is:

“To provide the unemployed poor with meaningful work opportunities through the delivery of community assets and services, and actively build economic inclusion mechanisms that empower sustainable livelihood and contribute to the country’s development agenda”

4.2 NPO SERVICES	4.2.1	The NPO will be expected to perform the following services:
	4.2.2	Recruitment of participants.
	4.2.3	Contracting with participants. Fully signed copies of contracts must be submitted to the regional offices of the Independent Development Trust (IDT).
	4.2.4	Ensure participants submit ORIGINAL certified copies of Identity Documents and bank letters. Certified copies of

	participants' ID must not be older than 6 months while bank letters must not be older than 3 months (Not copies of certified copies).
	4.2.5 Collect specimen signatures for all participants using the Participants' Verification List template provided by the Independent Development Trust.
	4.2.6 Assign work to participants for the duration of their contract with NPOs.
	4.2.7 Administer the attendance register(s) for all the sites for which the NPO is responsible.
	4.2.8 Verify the attendance register(s) to ascertain correctness of the days worked, ensure all participants initialed and signed the attendance register. Submit correct attendance registers to the regional office of the IDT.
	4.2.9 Ensure the total amount that is calculated using the attendance register for the days worked by participants for a specific month tallies with the amount for wages on the invoice the NPO submits to the IDT for that specific month.
	4.2.10 Submit reports on IDT prescribed templates monthly as per agreed scheduled dates.
	4.2.11 Replace participants who resign from the programme. Submit fully signed contracts, certified ID copies and bank letters for replacement participants to the IDT regional office monthly.
	4.2.12 Submit the following within a week of the project start date: 4.2.12.1 The Participants' Verification List with the participants' specimen signatures; 4.2.12.2 Copies of the contracts of the participants; 4.2.12.3 Original certified ID copies of the participants; 4.2.12.4 Copies of the participants' bank letters.
	4.2.12.5 The sequence of the contracts certified ID copies and Bank Letters of the participants in 4.3.12.1 – 4.3.12.4 above must follow the sequence of the participants in the Participants Verification List in 4.3.12.1 above.
	4.2.13 Submit on monthly basis Participants Verification List, contracts, certified ID copies and Bank Letters of the

	participants who replaced those who resigned / terminated / deceased as part of the monthly report.
4.4 PAYMENT OF THE PARTICIPANTS	<p>4.4.1 Signed and objectively verifiable Project Implementation Plan. The Project Implementation Plan must show the work packages or activities the NPO set aside for implementation by EPWP participants. The NPO must also indicate the proposed number of work opportunities that will be assigned to each work package or activity.</p> <p>4.4.2 Creation of allocated work opportunities as per the Service Level Agreement (SLA);</p> <p>4.4.3 Appointment and supervision of participants by ensuring that contracts, valid certified ID copies, attendance registers and all relevant reporting templates provided for by the IDT are duly completed and submitted to the relevant Regional Office as per the schedule.</p> <p>4.4.4 Monthly reports as per the schedule.</p> <p>4.4.5 Valid, accurate and correct invoices submitted to the IDT for all the work which was completed in a particular month.</p> <p>4.4.6 Monthly UIF payment to the Department of Employment and Labour covering all participants who are contracted to the NPO.</p>
4.5 PAYMENT OF THE PARTICIPANTS	4.5.1 The NPOs must pay the wages of the participants through their bank accounts within three days of receiving the funds from the IDT.
4.6 DISHONESTY	4.6.1 Dishonesty in any form will not be tolerated. The NPOs that can be found to have been dishonest will be terminated with immediate effect.
4.7 HUMAN CAPITAL	4.7.1 The NPOs are required to provide a minimum of three people to manage the implementation of the programme namely the Manager, Administration Officer and the Financial Officer.
4.8 IMPLEMENTATION PLAN	4.8.1 The IDT supports the proposed projects of the NPOs through the EPWP NSS NPO Programme. It is therefore important to fully complete the Implementation Plan template attached on the bid document for each selected project activities that the NPO is implementing.

5. NPO PROPOSAL GUIDE

EPWP NON-STATE SECTOR NPO PROGRAMME RECOMMENDED FOCUS AREAS IN PHASE V

The EPWP Phase 5 Non-State Sector NPO Programme is comprised of the following projects that NPOs are advised to select. NPOs are advised to select and bid for focus areas that they are competent to deliver utilizing their own resources:

No.	Focus Area	Tick Relevant Focus Area that the Bidder (Mark with an X)
5.1	Cleaning and maintenance of public facilities	
5.2	Cleaning, beautification of public and open spaces	
5.3	Road maintenance - cleaning of storm water channels, kerb cleaning, portholes, grass cutting	
45.	Waste management projects – recycling & waste processing	
5.5	Energy-related projects	
5.6	Art and craft – specifically for People with Disabilities (PwD)	
5.7	Food security and farming support programme	
5.8	Gender Based Violence and Femicide programme	

Phase V Areas of Focus – NPO Programme



5.1 CLEANING AND MAINTENANCE OF PUBLIC FACILITIES

Some Government Social Infrastructure and other public facilities such as government offices, schools, clinics, parks, sports fields, cemeteries and other facilities are found to be in a poor state of maintenance. The government-owned buildings are found to be in poor condition. The majority of the buildings are those that are used by the Department of Defense, Police, Health, Correctional Services, Department of Justice and other departments. Commonly, those buildings have maintenance plans but remain unfunded as such, this results in the dilapidation of the portfolio in the country.

Existing partnerships so far include the South African Police Services (SAPS) Western Cape, and the Department of Correctional Services (DCS) national. However, NPOs can identify any government building and conduct the necessary due diligence and preparation for placement into the programme.

Objectives of the public facility maintenance project

The IDT proposed the Programme of Preservation and Maintenance of Government and Public Facilities support entails applying the principles of EPWP to recruit and place beneficiaries in the programme to maintain government and public facilities. Key objectives of the programme:

- To create work opportunities through the cleaning and maintaining government and public buildings targeting mainly women and youths with different skill levels.
- To use government and public facilities (**schools, hospitals, government buildings etc.**) as catalysts for artisanal development in such areas as **landscaping, land management & preservation, electrical, plumbing, boiler makers, building, plastering, and painting.**

Tender Requirements:

NPOs are expected to fulfil the following requirements:

- Identification of suitable government and public facilities that require maintenance in consultation with the Local Municipality and or relevant institution.
- Provide details of the identified sites and the extent/size of the site(s) in hectares
- Obtain permission to work in the facility with the relevant department or institution.
- Define the nature of work that the NPO will be doing in the targeted facility(ies)
- Indicate the total number of targeted work opportunities to be created in the project/s.

NB: Among the success factors is the identification of sites and obtaining permission to implement.

NB: Government and public facilities where there are maintenance plans. In the absence of that, NPOs shall develop a high-level maintenance plan signed by the designated personnel in the targeted public office.

Name of the Department/ Municipality/ Facility	Project location (Province, municipalities and the ward)	Scope of work / activities/nature of work to be done	Number and extent of targeted site/buildings targeted (attach permission to use)	Total number of targeted work opportunities

5.2 CLEANING, BEAUTIFICATION OF PUBLIC AND OPEN SPACES

The project entails the identification of the public places that need bush clearing, beautification and landscaping among others.

The objective: is to create work opportunities through the cleaning and beautification of the public and open spaces through bush clearing and landscaping among others.

Tender Requirements:

The requirements for participation in the IDT Cleaning, Rehabilitation & Waste Recycling Programme shall cover the following:

- Identification of the public places that require cleaning and rehabilitation (Municipality, towns/townships and ward no)
- Obtain permission/partnership with the affected Municipalities and/or departments
- Describe the scope and the activities and the size of the area/s where the NPO will be working.
- Number of Work Opportunities to be created in the project.

NB: The ability to provide details of the identified site and the permission to work on, are the critical success factors.

Project Location (Province)	Metro / District / Municipalities and the ward	Scope of work / activities/nature of work to be done	The extent of targeted road in KMs (attach permission)	Total number of targeted work opportunities

5.3 ROAD MAINTENANCE - CLEANING OF STORMWATER CHANNELS, KERB CLEANING, PORTHOLES, GRASS CUTTING

The aim of this focus area to create work opportunities through contracting NPOs that will recruit participants to be involved in the maintenance of roads and fixing of potholes. Implementation of the Road Maintenance and fixing of potholes will require extra equipment and the NPO interested in the project will have to prove capacity and partnerships such as the municipality and the Department of Roads and Transport that is responsible for the service. NPOs are advised to select and bid for focus areas that they are competent to deliver utilizing their own resources: (IDT Funds are meant for participants stipends only)

Road maintenance project will include the cleaning of storm water channels, Kerb cleaning grass and weed cutting,

Tender Requirements:

The NPO shall have to fulfil the following requirements;

- NPO to identify the site(s) or roads in consultation with municipalities and relevant entities.
- Obtain permission from the Local Municipality.
- Describe the work, and activities of the scope of work that the NPO will be working.
- Provide details of the road to be worked and the extent in KMs.
- Prove of capacity to deliver the project (applies to patching of potholes).
- Indicate the number of participants to be recruited in the project.

NB: identified sites/roads and the permission to work in the area will be the determining success factor.

Project location (Province, municipalities and the ward)	Name and road number (Municipal/Regional /National road) and the extent	Scope of work / activities/nature of work to be done	The extent of targeted road in KMs (attach permission)	Prove capacity to deliver the project (applicable to potholes fixing only)	Total number of targeted work opportunities

5.4 WASTE MANAGEMENT PROJECTS – RECYCLING & WASTE PROCESSING

Littering and Illegal dumping contribute to serious land pollution, ocean pollution and air pollution thus resulting in some serious environmental consequences for humans and animals on land and water as the majority of litter finds itself in the seas.

The Objective of the Waste Management and Cleaning Programme

The main objective of the IDT proposed Environmental Cleaning Programme is to create work opportunities and a clean environment that seeks to contribute to a conducive environment for investments and economic development. The specific objectives of the programme shall include:

- To create work opportunities in the process of managing and processing waste.
- To contribute to maintaining clean towns, public areas and settlement areas in the country;
- To support the creation of enterprises in the recycling of materials and waste.

Scope of the proposed program/project requirements

The scope and requirements for the IDT Cleaning and Rehabilitation & Waste Recycling Programme shall cover the following:

- Identification of the hotspots which are public places that require cleaning and rehabilitation (towns, townships, informal settlements, beaches, harbours, illegal dumping, and cemeteries etc.
- Indicate the municipality and Ward number where the project is located.
- Obtain permission/partnership with the affected Municipalities and/or departments (Primary departments are the Department of Forestry, Fisheries and Environment (DFFE), Dept of Water and Sanitation (DWS)) for environment and water projects;
- Describe the scope and the activities (collection or sorting or recycling or all)
- Determine and indicate the number of the identified sites and the extent (in weight of waste and/or ha/km of targeted land).
- Number of Work Opportunities to be created in the project of cleaning and collection of waste materials in collaboration with the affected municipalities;

NB: The ability to provide details of the identified site and the permission to work on it remains a critical success factor.

Project location (Province, municipalities and the ward)	Name and nature of the targeted place where the project will be implemented (attach permission).	Scope of work / activities/nature of work to be done	Number and the extent of targeted sites/project	Total number of targeted work opportunities

5.5 ENERGY-RELATED PROJECTS

The programmes entail mobilizing NPOs to place participants to roll out activities that contribute towards reducing or countering the effects of energy crises in the country due to load-shedding.

Tender Requirements:

- a. Identify roads and intercessions where the NPO will be working
- b. Obtaining permission from the local Municipality to work on the identified roads a
- c. Define the scope or activities to be engaged in the project.
- d. Recruit and place in the programme the youth to work in the scholar patrol activities and traffic control (this will include recruiting qualifying homeless people and organising them to control traffic at the crossroads).
- e. To recruit participants and emerging enterprises in solar maintenance and installation projects.
- f. Indicate the number of targeted participants per site in the projects.
- g. Manage and report participants who will be attending training in electrical and energy training programmes.

NB: training on solar installation and maintenance

Project location (Province, municipalities and the ward)	Name/s of school/s and /road interceptions /sites to be worked (provide permission to work from the municipality)	Scope of work/activities /nature of work to be done	Total number of targeted work opportunities

5.6 ART AND CRAFT – SPECIFICALLY FOR PWDS

The project of Arts and Crafts targets mainly to create work opportunities for People with Disability and Enterprise development support. The NPO will recruit and report on the work opportunities created in the targeted Arts and Craft projects.

Tender Requirements:

- Provide details of the place where the project is located (province, municipality and ward)
- The NPO describes the nature of activities to be implemented in the project.
- Indicate the volume and quantities that are produced per day/ week/month.
- The market where products are sold (if applicable)
- Number of work opportunities to be created in the projects.

Project location (Province, municipalities and the ward)	Scope of work/activities /nature of work to be done	The volume of targeted products to be produced.	The NPO market for the products	Total number of targeted work opportunities

5.7 FOOD SECURITY AND FARMING SUPPORT PROGRAMME

The programme aims to recruit NPOs who will place participants in the communal farming projects (school gardens, land restitution farms, in government / public facilities etc. to support them and build their capacities to sustain their projects while participants gain experience and skills for their development. Over and above the land that NPOs can identify for the programme, IDT has a contract with DCS to recruit and place their beneficiaries in the EPWP NSS to work in the DCS farming projects in all provinces.

Tender Requirements:

- NPOs to identify suitable projects to be placed in the program. The NPO must prove that the owners of the project have the necessary implements since the programme can only provide labour through the NSS beneficiaries.
- Obtain permission from the facility managers (HOD's School Principals, Directors etc.)
- Details of the identified land, ownership, the extent (Ha) and location.
- Describe the type of activities or scope of work that NPOs will be doing in the project.
- Indicate the number of work opportunities to be created and placed in the selected qualifying farming projects.

Note:

a) The NPO must produce proof of permission from the relevant authority to work on the identified land.

b) Confirmation that the project can provide the applicable implements.

Project location (Province, municipalities and the ward)	Name of the farm/school public facility where the farm project is located (Provide permission to work from the authority)	Scope of work/activities /nature of work to be done and the produce	Extent of the land (ha)	Total number of targeted work opportunities

5.8 GENDER-BASED VIOLENCE AND FEMICIDE

The objective is to support NPOs that implement projects that support and empower victims of Gender-based Violence and child abuse.

Tender Requirements:

- NPO geographic area(s) (a place where the service is provided)
- Partnership with relevant authority i.e. SAPS, Clinics, DSD etc.
- Type of activities (scope of work)
- Number of participants to be placed in the programme.

NB: Prove of some partnership with the relevant authority (SAPS, Clinics, DSD etc.)

Project location (Province, municipalities and the ward)	Name/s of the SAPA, Clinics, DSD etc. to work with.	Scope of work/activities /nature of work to be done	Total number of targeted work opportunities

SECTION F: TECHNICAL EVALUATION

6. EVALUATION CRITERIA FOR FUNCTIONALITY

6.1 Functionality Criteria

All bidders who satisfy the Compulsory requirements are further evaluated for functionality. This part of the evaluation looks at the following:

EVALUATION CRITERIA	WEIGHT
a) Readiness of the NPO to implement the EPWP new focus areas.	40
b) Capacity of the NPO to manage work for the creation of work opportunities;	20
c) Governance;	10
d) Fair understanding of the EPWP Programme and a detailed Implementation plan with applicable demographic targets;	20
e) Ability of the NPO to network to raise complimentary resources for their sustainability, maximisation of the impact and improvement of the programme.	10

Only the NPOs which obtain a threshold of **60** points will be considered further. The NPOs which fail to meet a threshold of 60 points will be eliminated at this stage.

FUNCTIONALITY EVALUATION SCORECARD

EVALUATION CRITERIA		SCORE
a) Readiness of the NPO to implement the EPWP new focus areas- (40).	- Confirmation of projected site allocation (signed permission letter from relevant authority / public facilities / municipality / schools)	20
	- Copy of a formal proof of the NPO office address.	5
	- Fully completed Plan that is aligned to the identified or selected focus areas (item 6.1 to 6.8) and for which there is permission to implement	15
b) Capacity of the NPO to manage work for the creation of work opportunities (20)	- CVs and Qualifications of the management (Manager/Director - Diploma, Financial Officer – Certificate in Finance, Administrator – Any Certificate).	20
	- If any CV or qualification of official(s) is not attached	10
c) Governance (10)	- Submission of both the NPO constitution stamped by the DSD and Minutes of the NPO board for the 2023/2024 financial year (third and fourth quarter).	10
	- Submission of one of the following: - Minutes of the NPO board for the 2023/2024 financial year (third and fourth quarter). - Submit the NPO constitution stamped by the DSD	5
d) Fair understanding of the EPWP Programme and a detailed Implementation plan with applicable demographic targets (20).	- Women (60%), Youth (55%) - People with Disabilities (2%);	10
	- Women (60%) and youth only (55%)	5
	- Youth only or Women only or People with Disabilities	5
e) Ability of the NPO to network to raise complimentary resources for their sustainability, maximisation of the	- Three Appointment Letter / Service Level Agreement (SLA) by any funder (not older than three years)	10
	- One Appointment Letter / Service Level Agreement (SLA) by any funder	5

impact and improvement of the programme (10).		
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All NPOs that achieve a score of **60** shall be considered for due diligence evaluation.

SECTION G: DUE DILIGENCE / SITE INSPECTION

7. DUE DILIGENCE / SITE INSPECTION

Bidders who have passed functionality will be evaluated further on-site through due diligence site visits. Due diligence seeks to confirm and assess the status of the NPOs and cover the following requirements:

- a. **Basic Office Infrastructure**
- b. **Business plans and resources** for the implementation of the programme especially the focus areas.
- c. Commitment to work with **vulnerable groups** i.e. Women, Youth and People with Disabilities;

The NPOs must score a total of 10 **points** for due diligence to qualify for participation in the EPWP NSS NPO Programme for the 2024/2025 financial year.

Only NPOs which pass due diligence evaluation will be recommended to participate in the programme.

DUE DILIGENCE EVALUATION SCORECARD

CRITERIA	EVALUATION CRITERIA	SCORE	EVALUATOR NAME
Basic Office Infrastructure (40)	<ul style="list-style-type: none"> • Office space (30 points) • Office furniture (10 points) <ul style="list-style-type: none"> ○ Computer and Printer (10 points) ○ Computer or Printer only (5 points) 		
Confirmation of Existing Focus Area (30)	<ul style="list-style-type: none"> • Confirmation of one operational project site per focus areas as per the permission letter to implement = (30 points) • None confirmation of project site (0 points) 		

Confirmation of Human Resource (30)	<ul style="list-style-type: none"> • Manager / Finance Officer and Administrator as submitted CVs and qualifications on the bid document (proof of identification required) (30) 		
Total score			

Bidders are required to achieve a total of **80 points** against 100 points to participate in the EPWP NSS NPO Programme for 2024/25 and 2025/26 financial years.

SECTION H: CONTACT PEOPLE, ADDRESSES OF REGIONAL OFFICES, COMPULSORY BRIEFING SESSIONS VENUES AND TIMES

8. REGIONAL CONTACT PEOPLE

The table below provides a list of contact people in the regions. Enquiries must be directed to the relevant person in your region as per the following table:

PROVINCE	CONTACT PERSON	CONTACT NUMBERS AND PHYSICAL ADDRESS	E-MAIL ADDRESS
Eastern Cape	Lizo Mhlontlo	(043) 711-6000 / 071 683 6313	Lizom@idt.org.za
		Palm Square Business Park, Bonza Bay Road , Silverwood House Beacon Bay , East London 5214	
Free State	Tsholofelo Thulare	061 459 0618	Tsholofelot@idt.org.za
		National Department of Public Works and Infrastructure, Ground Floor, 18 President Brand Street, Bloemfontein Central, Bloemfontein, 9301	
Gauteng	Nceba Njongwe	(012) 845-2000 / 082 577 7062	nceban@idt.org.za
		Glenwood Office Park, Cnr. Oberon and Sprite Streets, Faerie Glen, 0043	
KwaZulu-Natal	Babhekile Mngoma	(031) 369-7400 / 082 927 9660	babhekilem@idt.org.za
		22 Dorothy Nyembe, 4th Floor. The Marine Building, Durban, 4001	
Limpopo	Joel Fako	(015) 295-0000 / 079 999 0001	joelf@idt.org.za
		22 Hans van Ransburg Street, Polokwane	
Mpumalanga	Sylvia Sibiya	(013) 752-2200 / 081 594 9204	Sylvias@idt.org.za
		20 Paul Kruger Street, ABSA Square Building, Lower Ground, Nelspruit, 1200	
Northern Cape	Thabani Mbonambi	(053) 831-1092 / 065 852 8068	ThabaniMb@idt.org.za
		Sanlam Office Park, Block D, 13 Bishops Avenue, Lanbram, Kimberly, 8301	
North West	Kholofelo Mohlauri	(018) 381-0083 / 073 115 1801	KholofeloMo@idt.org.za
		4071 Joules Street Industrial Site Mahikeng, 2745	
Western Cape	Alan Wright	076 670 2154	alanw@idt.org.za
		Independent Development Trust, 14 th Floor, Customs House Heerengracht Street, Foreshore, Cape Town, 8001	

9. COMPULSORY BRIEFING SESSIONS

Compulsory Briefing Sessions will take place in the regions according to the following table:

PROVINCE	CONTACT PERSON	BRIEFING SESSION VENUES	DATES AND TIMES
Gauteng	Nceba Njongwe	(012) 845 2000/082 577 7062	
		Venue: Midrand Conference Center, 661 Pendulum road halfway house Ext 12. Midrand.	16 May 2024@ 10h00
Eastern Cape	Lizo Mhlontlo	(043) 711 6000 / 067 805 6210	
		Cambridge Town Hall, 110 Queen Street, Cambridge, East London, 5247	15 May 2024 @10h00
		15, Bells Road, Komani, 5320 (Opposite Nonesi Shopping Mall)	16 May 2024@ 10h00
		Old Government Printers Building, 5 Textile Road, Southernwood, Mthatha, Eastern Cape, 5099	17 May 2024@ 10h00
Free State	Tsholofelo Thulare	061 459 0618	
		Xhariep District Municipality Offices (Venues TBC)	13th May 2024 @10h00
		Lejweleputswa District Municipality Offices (Venues TBC)	14th May 2024 @ 10h00
		Thabo Mofutsanyane District Municipality Offices (Venues TBC)	15th May 2024 @ 10h00
		Department of Public Works and Infrastructure, Ground Floor, 18 President Brand Street, Bloemfontein Central, Bloemfontein, 9301 (Manguang Metropolitan Municipality)	16th May 2024 @ 10h00
KwaZulu-Natal	Babhekile Mngoma	(031) 369 7400/082 927 9660	
		22 Dorothy Nyembe, 4th Floor. The Marine Building, Durban, 4001	
		Peace Initiative Hall; 2 Centenary Road , Ixopo 3276	13 May 2024 @10h00
		Conference Venue KZN Public Works, 455 Jan Smuts Highway, Mayville , Durban 400	14 May 2024 @ 10h00
		Lister Clarence Building , 221 Murchison Street, Ladysmith 3370	15 May 2024 @ 10h00

		Empangeni Civic Centre, Commercial Union Street, Empangeni 3880	16 May 2024@ 10h00
Limpopo	Joel Fako	(015) 295 0000/082 096 8555	
		Vhembe District - Vhembe District Municipality Council Chamber, Thohoyandou	13 May 2024 @10h00
		Sekhukhune District - Makhuduthamaga Municipality Council Chamber, Jane Furse	14 May 2024 @ 10h00
		Waterberg District - Waterberg district municipality Council Foyer, Modimolle	15 May 2024 @10h00
		Capricorn District - Polokwane Royal Hotel, Dorp Street, Polokwane	16 May 2024@ 10h00
		Mopani District - Giyani Community hall, Giyani	20 May 2024 @ 10h00
Mpumalanga	Sylvia Sibiya	013 752 2200	
		St Marks School, 5 Kiepersol street, West Acres, Nelspruit, 1200	14 May 2024 @10h00
		Emalahleni Local Municipality, Cnr. Mandela and Arras Streets, Emalahleni, 1035	15 May 2024 @10h00
		Gert Sibande District office (Mayor's Palour), Cnr. Joubert and Oosthuisen Street, Ermelo,2350	16 May 2024 @10h00
Northern Cape	Thabani Mbonambi	065 852 8068	
		Namakwa District Municipality offices (Venues TBC)	13 May 2024 @10h00
		ZF Mgcawu District Municipality offices (Venues TBC)	14 May 2024 @10h00
		John Taolo District Municipal offices (Venues TBC)	15 May 2024 @10h00
		Pixely KaSeme District Municipality (Venues TBC)	16 May 2024 @10h00
		Department of public Works, 21- 23 Old Magistrate Court, Market Square, Kimberly, 8301 (Frances Baard District)	17 May 2024 @10h00
North West	Kholofelo Mohlauli	731151801	
		Mafikeng Embassy Hall, Cnr William Dick Avenue and Sarel Eloff Street, Libertas,Mafikeng, 2745	15 May 2024@12:00am
	Alan Wright	076 6702 154	13 May 2024 @10h00

Western Cape	Cape Town Metropolitan Municipality: Independent Development Trust, 14 th Floor, Customs House Heerengracht Street, Foreshore, Cape Town, 8001	
	Overberg District Municipality (DM): District Municipality offices (26 Long Street, Bredasdorp)	14 May 2024 @ 10h00
	Garden Route : DM offices (54 York Street, Dormels Drift George)	15 May 2024 @10h00
	Central Karoo: DM Offices (63 Donkin Street, Beaufort West)	16 May 2024@ 10h00
	Cape Winelands : DM offices (46 Alexander Street Stellenbosch)	17 May 2024@ 10h00
	West Coast : D M offices (58 Long Street, Moreesburg)	20 May 2024 @ 10h00

SECTION I: RETURNABLE DOCUMENTS / SUBMISSION CHECKLIST

Returnable documents **MUST** be submitted together with the bid document. Failure to submit any of the Compulsory Requirements will result in the automatic elimination of the NPO.

RETURNABLE DOCUMENTS / SUBMISSION CHECKLIST	Mark with an (X)
Authority to Sign the Bid Document and all Annexures	
Valid COIDA Certificate	
Proof of UIF Registration (UF54)	
NPO Registration Certificate (Registration must be 2 years and above)	
Compliant Department of Social Development Compliance Letter (the compliance letter for the period 2022/2023 and compliance letter / acknowledgement letter for the period 2023/2024 financial year as guided by the NPO Act 71 of 1997)	
Submission of fully completed and signed Invitation to Bid (SBD 1)	
Submission of fully completed and signed Bidder's Disclosure (SBD 4)	
Full Report of Central Supplier Database	
Valid Tax Compliance Letter with a unique pin	
Proof of bidder residence (proof of ownership or lease contract or municipal services bill or letter tribal office – Due diligence)	
Audited or Bookkeeper Financial statement of the previous financial year in line with the NPO Constitution	

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 NPO.

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.

3.4 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.

- 3.5 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.
- 3.6 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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidd

ANNEXURE 1: AUTHORITY TO SIGN THE BID DOCUMENT

AUTHORITY TO SIGN A BID

Fill in the relevant portion applicable to the type of organisation

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....

Mr./Mrs./Ms.....(whose signature appears below) has been duly authorized to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....
(PRINT NAME)

SIGNATURE OF SIGNATORY: DATE:

WITNESSES: 1.....

2.....

ANNEXURE 2: SIGNED PERMISSION TO IMPLEMENT ON THE IDENTIFIED SITE

The Department of Public Works and Infrastructure (DPWI) through the Independent Development Trust (IDT) implements the EPWP Phase 5. The EPWP Phase 5 is comprised of focus areas that call for integrated development and partnerships through potential bidders and the key stakeholders (i.e. delegated accounting officer, tribal authority).

The aim is to ensure that EPWP NSS is to create work opportunities through

This form seeks to assist the potential bidder to obtain the necessary permission to implement on the identified site from the custodians, owners or users of the facility.

1. The entity (name of Bidder)(Name of director)
.....in the process of submitting a bid to implement the EPWP NSS
NPO Programme and create work opportunities in the identified side.....
2. The name of the site/building/school/farm etc.....
3. Owners/Users of the facility etc.
4. Nature or scope of work to be
implemented:.....
.....
5. Size of the areas of operation (in ha):
6. Number of work opportunities to be created:.....
7. The permission for the bidder to implement on the land/facility is granted/not granted (tick that
which is applicable).

Sign

Designation

Contact details

Your assistance will be highly appreciated.