



## Discretionary Project Grant (DPG) Requirements 2021 /2022(Executive Development Programmes)

**Closing date: Friday 30 July 2021**

*Please indicate Grant you are applying for:*

Name of Programme	Tick only one block [ <input type="checkbox"/> ]
Black females entering a senior management Development programme (Executive Development Programme)	

Name of Service provider: .....

Postal address: .....

Street address: .....

Telephone number:                      Code            \_\_\_\_\_                      Number            .....

Cellular number: .....

Facsimile number:                      Code            \_\_\_\_\_                      Number            .....

e-Mail address: .....

**Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available**

Name and Surname .....

Telephone number:                      Code            \_\_\_\_\_                      Number            .....

Cellular number: .....

e-Mail address: .....

## 1. COMPLIANCE REQUIREMENTS

- 1.1.1 As a public entity, Fasset has both the obligation and the responsibility to ensure that it spends the public money, with which it is entrusted in a manner that meets governments requirements. Consequently, Grant Applicants are required to adhere to the compliance requirements as listed in this section.

### FRAUD AND CORRUPTION

- 1.2.1 All grant applicants are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 (No 12 of 2004) and any other applicable act.

### B-BBEE CERTIFICATE AND TAX CLEARANCE CERTIFICATE

- 1.3.1 All grant applicants are to provide a B-BBEE status level certificate and the Tax Clearance Certificate (SARS pin) on request once Fasset has granted provisional approval.
- 1.3.2 Grant applicants will be assessed based on the compliant requirements with the BBBEE and tax compliance. Fasset reserves its right to award or not to award to applicants with BBBEE level status above level 4.

### INDEPENDENT GRANT SUBMISSION

- 1.3.3 Grant applicants must complete and sign the Certificate of Independent Grant Submission, which can be found in Annexure A. The signed certificate must be included in the grant submission and the purpose of the certificate is to prevent potential collusion amongst applicants.

### DEADLINE AND MODE OF SUBMISSION OF APPLICATIONS

- 1.3.4 All applications must be submitted to the following e-mail address: [dq@fasset.org.za](mailto:dq@fasset.org.za). It must be noted that

FASSET will not accept any physical submissions.

- 1.3.5 The submission due date is **Friday, 30 July 2021 at 16:00**
- 1.3.6 **Grant applications received by FASSET after the closing date shall not be considered.**
- 1.3.7 Grant Applicants are required to submit their Proposal which contains, at minimum:
- 1.3.7.1 Experience of Grant applicant.
  - 1.3.7.2 Technical approach/ Methodology.
  - 1.3.7.3 Experience of the Team; and
  - 1.3.7.4 Pricing schedule
- 1.3.8 Fasset reserves the right to query a pricing schedule as part of the evaluation process.

## 2. GRANT CRITERIA (Terms of Reference)

The grant criteria should *please* be read *carefully* and adhered to, to minimize grant queries. The following criteria are applicable to this grant:

**Description: EXECUTIVE DEVELOPMENT PROGRAMME**

### 2.1 OVERALL OBJECTIVES AND SCOPE

- 2.1.1 FASSET requires the services of the institutions of Higher Education and organisations with partnerships with the institutions of Higher education offering Executive Development Programmes are eligible to apply for the funding from FASSET.
- 2.1.2 The Grant Applicant will have to invite for participation and admission of the African black female candidates with the necessary potential to ~~complete~~ the training programme.
- 2.1.3 Select and admission of black African females currently employed in the **Finance and Accounting Services sector**. The candidates must possess an NQF Level 7– 10 qualification.

- 2.1.4 The programme must be equivalent to minimum NQF level 8
- 2.1.5 Fasset will award and contract with the successful applicant before 1 March 2022.
- 2.1.6 The programme must achieve at least 70% of full attendance and completion. Failure to meet this objective will result in a penalty on the project management fee.
- 2.1.7 Bursary should cover tuition fees, book, accommodation (if applicable) and international module (if applicable).

### 3. EVALUATION PROCESS

#### 3.1 DETERMINATION OF SCORE FOR FUNCTIONALITY AND GRANT ADJUDICATION

- 3.1.1 Should a grant applicant achieve a functionality score that is 50% or less, the grant application will be rejected.
- 3.1.2 Should a grant applicant receive a functionality score between 51% and 69%, Fasset might engage with the applicant on the grant application.
- 3.1.3 All grant applications that receive a functionality score of more than 70% will be recommended for adjudication.
- 3.1.4 **Grant applicants should indicate if this is the first time proposing such a project.**

- 3.2.1 The evaluation criteria and weights for determining a functionality score are indicated in the Table 1 below.

Functionality Scoring		
<b>Total Points</b>		<b>100</b>
<b>1</b>	<b>EXPERIENCE OF THE GRANT APPLICANT</b>	<b>30</b>

	<i>Demonstrate the minimum experience of 5 years by the grant applicant in managing and executing training programmes of this nature</i>		
	<b>Scoring Criteria</b>	<b>Points</b>	
	Grant applicant has demonstrated a minimum of 5 years and above experience in implementing or managing training programmes of this nature.	5	
	Grant applicant has demonstrated a minimum of 3 to 5 years' experience in implementing or managing training programmes of this nature	3	
	Grant applicant has demonstrated a minimum of 1 to 3 years' experience in implementing or managing training programmes of this nature.	1	
	Grant applicant has demonstrated zero or no years of experience in managing training programmes and project managing of this nature	0	
<b>2</b>	<b>TECHNICAL APPROACH AND PROJECT PLAN METHODOLOGY</b>		<b>40</b>
	Present a comprehensive project plan detailing how the project will be implemented. The plan should also address the following:		
	2.1.1 Demonstrate how the training programme will be implemented.		
	2.1.2 Provide <b>sufficient</b> details on how the training programme will be organised, including modules to be covered.		
	2.1.3 Indicate the geographical region(s) to which the project will be implemented.		
	2.1.4 Indicate how the training programme proposed has the potential to contribute to upliftment and empowerment of the black African females in the Fasset sector.		

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<b>Scoring Criteria</b>		<b>Points</b>
Grant applicant has submitted a comprehensive project plan that has addressed all the above requirements.		5
Grant applicant has submitted a comprehensive project plan that has addressed either one of the above requirements i.e. partially addressing the above		
Grant applicant has not submitted a comprehensive project plan with clear timelines.		0
<b>3</b>	<b>EXPERIENCE OF THE PROJECT TEAM FOR THE PROJECT</b>	<b>30</b>

Capacity to implement a programme of this size, Grant applicants must:	
3.1.1. Have appropriately qualified and relevant experienced resources (i.e. CVs are relevant to the programme delivery, including project management and support functions).	
3.1.2. The team proposed must have relevant expertise and experience. This includes facilitators, administrators, project managers. If sub-contracting, the grant applicant must provide their sub-contractor's agreement.	
3.1.3. Have sufficient resources	
3.1.4 The CVs provided include experience in course development. If sub-contracting, the grant applicant must include their experience.	
3.1.5 The presence of Black African South African as one of the team members is compulsory	

<b>Scoring criteria</b>		<b>Points</b>
All CVs of the team proposed have appropriately qualified and relevant experienced and have Black African as one of the team members.		5
All CVs of the team proposed have appropriately qualified and relevant experienced but there is no Black African as one of the team members.		3
No experienced CVs of proposed team and there is no Black African South African as one of the team members.		0

## Annexure A: Certificate of Independent Grant Submission

I, \_\_\_\_\_ the undersigned, in submitting the

Discretionary Project Grant Application

for \_\_\_\_\_, do hereby make the following

statements that I certify to be true and complete in every respect.

I, certify that on behalf of:

Name of Grant Applicant:

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1. I have read and understood the contents of this Certificate of Independent Grant Submission (Certificate).
2. I understand that the accompanying Discretionary Project Grant Application (Grant Application) will be rejected if this certificate is found not to be true and complete in every respect.
3. I am authorized by the Grant Applicant to sign this Certificate and to submit the accompanying Grant Application on behalf of the Grant Applicant.
4. Each person whose signature appears on the accompanying Grant Application has been authorised by the Grant Applicant to determine the terms of and to sign the Grant Application on behalf of the Grant Applicant.
5. For the purposes of this Certificate and the accompanying Grant Application, I understand the word "competitor" shall include an individual or organisation, other than the Grant Applicant, whether or not affiliated with the Grant Applicant, who:
  - 5.1.1. Has been requested to submit a Grant Application;
  - 5.1.2. Could potentially submit a Grant Application based on their qualifications, abilities or experience;  
and
  - 5.1.3. Provides the same services as the Grant Applicant and/or is in the same line of business as The Grant Applicant.
6. The Grant Applicant has arrived at the accompanying Grant Application submission independently from and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication agreement or arrangement with any competitor regarding:
  - 7.1. Prices;
  - 7.2. Geographical area where the service will be rendered (market allocation);
  - 7.3. Methods, factors or formulas used to calculate prices;
  - 7.4. The intention or decision to submit, or not submit, a Grant Application;
  - 7.5. The submission of a Grant Application does not meet the specification and condition of the Grant Application Requirements; or
  - 7.6. Submitting a Grant Application with the intention not to have the grant approved.

<sup>1</sup> 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.

8. In addition, there have been no consultations, communications, agreements or arrangement with any competitor regarding the quality, quantity, specification and conditions or delivery particulars of the services to which this Grant Application relates.
9. The terms of the accompanying Grant Application have not been and will not be disclosed by the Grant Applicant, directly or indirectly, to any competitor, prior to the date and time of the Grant Application opening or of the contract being awarded.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Discretionary Project Grants and their related contracts, 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.

\_\_\_\_\_  
Signature of Grant Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Grant Applicant

\_\_\_\_\_  
Name of Signatory

**Annexure B: Declaration of Interest**

**DECLARATION OF INTEREST**

11. Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this grant (includes an advertised competitive grant application, competitive bid, limited bid or proposal or a written price quotation).

12. In view of possible allegations of favouritism, should the resulting grant application, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the grant applicant or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where:

12.1. The grant applicant is employed by the State; and/or

12.2. The grant applicant is a Board member of Fasset and/or

12.3. The legal person on whose behalf the grant application is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

13. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

13.1.1 Full Name of grant applicant or his or her representative:

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13.1.2 Identity Number:

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13.1.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member, etc):

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13.1.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

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13.1.5 Tax Reference Number:

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<sup>1</sup> "State" means

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

- (f) Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

13.1.6 VAT Registration Number:

13.1.7 The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ PERSAL numbers must be indicated below:

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3.2 Are you or any person connected with this grant application presently employed by the state?

Yes	
No	

3.2.1 If “Yes” was indicated, please furnish the following particulars:

3.2.1.1 Name of person/ director/ trustee/ shareholder/ member:

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3.2.1.2 Name of State institution at which you or the person connected to the grant application is employed:

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3.2.1.3 Position occupied in the State institution:

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3.2.1.4 Any other particulars?

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3.3 If you are presently employed by the state, did you obtain the appropriate authorisation to undertake remunerative work outside employment in the public sector?

Yes	
No	

3.3.1 If “Yes” was indicated, was proof of such authorization attached to the grant application

Yes	
No	

(Note: Failure to submit proof of such authorization, where applicable, may result in the disqualification of the grant application).



3.3.2 If "No" was indicated, please furnish reasons for non-submission of authorization.

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3.4 Did you or your spouse, or any of the company's directors/trustees/ shareholders/ members or their spouses conduct business with the State in the previous twelve (12) months?

Yes	
No	

3.4.1 If "Yes" was indicated, please furnish the following particulars:

3.4.1.1 Name of person/ director/ trustee/ shareholder/ member:

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3.4.1.2 Name of State institution at which you or the person connected to the grant application conducted business:

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3.4.1.3 Any other particulars?

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3.5 Do you, or any person connected with the grant application, have any relationship (family, friend, other) with a person employed by the State (Pty) Ltd and who may be involved with the evaluation and or adjudication of this grant application?

Yes	
No	

3.5.1 If "Yes" was indicated, please furnish the following particulars:

3.5.1.1 Name of person/ director/ trustee/ shareholder/ member:

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3.5.1.2 Any other particulars?

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3.6 Are you, or any person connected with the grant application, aware of any relationship (family, friend, other) between any other grant application and any person employed by the State who may be involved with the evaluation and or adjudication of this grant application?

Yes	
No	

3.6.1 If "Yes" was indicated, please furnish the following particulars:

3.6.1.1 Name of person/ director/ trustee/ shareholder/ member:

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3.6.1.2 Any other particulars?

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3.7 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

Yes	
No	

3.7.1 If "Yes" was indicated, please furnish the following particulars:

3.7.1.1 Name of person/ director/ trustee/ shareholder/ member:

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3.7.1.2 Any other particulars?

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14. Please complete the table below with the full details of directors/ trustees/ members/ shareholders. (Public Entities are exempted)

Full Name	Identity Number	Personal Income Tax Reference No	State Employee Number/ PERSAL Number

**DECLARATION**

I, the undersigned (full name) \_\_\_\_\_  
certify that the information furnished above is correct. I accept that Fasset may reject the Grant Application or  
act against me should this declaration prove to be false.

\_\_\_\_\_  
**Name of Grant Applicant**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Position of Grant Applicant within Organisation**

\_\_\_\_\_  
**Date**