



Discretionary Project Grant (DPG) Requirements 2021/2022 Bursary for TVET Learners (PIVOTAL)

Closing date: 27 August 2021 at 16:00

Please indicate the Grant you are applying for:

Name of Programme	Tick only one block [√]
Bursary for the TVET College Learners (Pivotal)	

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

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

DEADLINE AND MODE OF SUBMISSION

- 1.3.4 All applications must be submitted to the following e-mail address: 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, 27 August 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

1. GRANT CRITERIA (Terms of Reference)

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

- Description:**
- PIVOTAL Bursary for TVET learners Programme** that achieve the following:
 - i. Achievement of an academic qualification; and/or
 - ii. Progression from the penultimate academic year to the final academic year of an academic qualification.

2.1 OVERALL OBJECTIVES AND SCOPE

- 2.1.1 FASSET requires the services of the service providers, Public TVET Colleges, Private Bursary

Management Provider to deliver a Bursary for TVET College Learners Programme that results in the progression of learners from their penultimate academic year to their final academic year, and/or the achievement of a PIVOTAL academic qualification registered at a Public TVET College

- 4.1.1 Qualifications must be registered on the National Qualifications Framework (NQF).
- 4.1.2 Learners must be registered at a Public TVET College
- 4.1.3 The learners must be studying towards a qualification at Public TVET College
- 4.1.4 Learners from combined household incomes of between R 0 and R 600,000 per annum.
- 4.1.5 Service Provider must achieve a minimum of 70% throughput rate
- 4.1.6 Learner should not be receiving any other bursary funding during the academic year which Fasset is funding
- 4.1.7 Funding will only cover tuition fee, accommodation, stipend and books

- 4.1.8 The service providers can be TVET Colleges and/or Private Bursary Administrators with capacity to manage a bursary fund that will result in the progression of learners from one academic year to the final academic year OR achievement of an academic qualification registered on the NQF.
- 4.1.9 Funding will be capped at R 40,000 per learner
- 4.1.10 Fasset will provide tools of trade for each learner (i.e. laptops), and therefore the capped amount excludes provision of laptops/tablets.

2.2 Project Requirements

- 4.5.4 Grant applicants must ensure that they provide the following:
 - 4.5.4.1 *Project Plan:* Provide a comprehensive project plan, for approval by Fasset, including, but not limited to the following:
 - 4.5.5 *Recruitment and Selection:*
 - 4.5.5.1 Recruitment and selection must take the following into account:
 - 4.5.5.1.1 Appointed grant applicants will be responsible for all recruitment activities for **unemployed** learners;
 - 4.5.5.1.2 Unemployed Learners can be recruited from across all nine provinces;
 - 4.5.5.1.3 Proposed unemployed learner numbers which are subsequently accepted may not be amended without Fasset's approval;
 - 4.5.5.2 Accurate records of learner participation and attendance must be maintained.
 - 4.5.5.3 Providers will be required to present information on a monthly and quarterly basis, as per the Department of Higher Education and Training (DHET) and Fasset requirements. The required information includes but is not limited to:
 - 4.5.5.3.1 Copies of signed learner agreements;
 - 4.5.5.3.2 Certified Copies of learner IDs;
 - 4.5.5.3.3 Copy of proof of registration.
 - 4.5.5.3.4 Copies of results achieved;
 - 4.5.5.3.5 Confirmation of programme completion;
 - 4.5.5.3.6 Full learner contact details.
 - 4.5.5.4 To ensure alignment with national imperatives and key stakeholders, Fasset will adopt DHET's criteria regarding the beneficiaries of its programmes to benefit being: 85% Blacks, 54% women and 4% disabled
 - 4.5.6 Schedule of costs should only include the following:
 - 4.5.6.1 Tuition;
 - 4.5.6.2 Soft skill (digital related skill priority);
 - 4.5.6.3 Books / learning material;
 - 4.5.6.4 Allowances;
 - 4.5.6.5 Accommodation (if applicable)
 - 4.5.6.6 Academic support (if applicable)

3 EVALUATION PROCESS

- 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.**

Table 1: Evaluation Criteria and Weights for Determining Functionality Scores

Functionality Scoring Determinants												
Total Points		100										
1	Experience of respondent	30										
	<p><i>Experience with managing Bursary Scheme with Academic Support, project management, mentoring and general student support</i></p> <p>1.1.1 Grant applicant's experience in project managing or overseeing academic qualification programmes.</p> <p>1.1.2 Grant applicant's experience in bursary management.</p> <p>1.1.3 Grant applicant's experience with mentoring.</p> <p>1.1.4 Grant applicant's experience with general student support</p>											
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Scoring Criteria</th> <th style="text-align: center;">Points</th> </tr> </thead> <tbody> <tr> <td>Grant applicant had addressed all requirements specified in this section in full details</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grant applicant had addressed between two and three the requirements specified in this section in full details</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Grant applicant had addressed only one of the requirements specified in this section in full details</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Grant applicant has not addressed the requirements specified in this section.</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Scoring Criteria	Points	Grant applicant had addressed all requirements specified in this section in full details	5	Grant applicant had addressed between two and three the requirements specified in this section in full details	3	Grant applicant had addressed only one of the requirements specified in this section in full details	1	Grant applicant has not addressed the requirements specified in this section.	0	
Scoring Criteria	Points											
Grant applicant had addressed all requirements specified in this section in full details	5											
Grant applicant had addressed between two and three the requirements specified in this section in full details	3											
Grant applicant had addressed only one of the requirements specified in this section in full details	1											
Grant applicant has not addressed the requirements specified in this section.	0											
2	Technical Approach / Methodology	40										
	<p><i>Details of the problem statement:</i></p> <p>Grant applicants must:</p> <p>2.1.1 Define the problem statement and provide an overview of trends / statistical research to support the problem statement.</p> <p>2.1.2 Provide details of possible causes of the problem and factors that impact on learner success.</p> <p>2.1.3 Provide details of "at risk" learners.</p> <p>2.2 <i>Learners from Rural Areas</i></p> <p>2.2.1 Indicate how the proposed strategy and plan includes consideration of the inclusion of learners from rural areas.</p> <p>2.3 <i>Details of the proposed solution:</i></p>											

<p>Grant applicants must:</p> <p>2.3.1 Provide an overview of the proposed solution. Where applicable details of how the problem was addressed in the past must be provided.</p> <p>2.3.2 Provide sufficient detail of how the proposed solution will result in the Completion of an Academic Qualification and/or Progression from the Penultimate Academic Year to the Final Academic Year of an Academic Qualification, including the bursary management aspects.</p> <p>2.3.3 Present a sufficiently detailed project plan for how the proposed solution will be implemented.</p> <p>2.3.4 Provide the recruitment and selection criteria and methodology.</p> <p>2.3.5 Provide proposed learner numbers.</p> <p>Provide reasoning with respect to the feasibility of the project.</p> <p>2.3.7 Provide details as to any similar past projects against which the proposed project has been benchmarked.</p> <p>2.3.8 Provide detail on the delivery of PIVOTAL programmes.</p> <p>2.3.9 Provide an assessment methodology, which must include details of how to assist learners to achieve the pre-set milestones, with respect to achieving a qualification or designation.</p> <p>2.3.10 Provide an assessment methodology that must include corrective actions (including academic mentoring) that will be taken, should learners fail to achieve the pre- set milestones.</p> <p>2.3.11 Provide for a <i>comprehensive</i> academic mentorship programme for the duration of the project.</p> <p>2.3.12 Indicate how a 70% throughput rate will be achieved.</p> <p>2.3.13 Indicate any penalties and the implementation thereof, for learners who fail to achieve the pre-set milestones.</p> <p>2.3.14 Indicate the replacement or exit strategies in place.</p> <p>2.3.15 Ensure that the project plan includes regular reporting to Fasset on project progress, performance statistics, delivery, learner details, risk mitigation, continuous evaluation and a financial update.</p>	
Scoring Criteria	Points
All CVs of the team proposed have appropriately qualified and relevant experience and references indicate successful delivery of PIVOTAL programmes	3
The majority of the team members are Black South Africans.	2
All CVs of the team proposed have appropriately qualified and relevant experience and references indicate successful delivery of PIVOTAL programmes	3
The team members are NOT majority Black South Africans	0
Some CVs of the team proposed have appropriately qualified and relevant experience and references indicate successful delivery of PIVOTAL programmes	1
No experienced CVs of proposed team.	0

5	Resources	30
	<p><i>Capacity to implement a programme of this size</i></p> <p>Grant applicants must:</p> <p>5.1.1 Have appropriately qualified and relevant experienced resources (i.e. CVs are relevant to the programme delivery, including project management and support functions).</p> <p>5.1.2 The team proposed has relevant expertise and experience. This includes administrative staff; lecturers / trainers; and tutors. If sub-contracting, the grant applicant must provide their (sub-contractor's) minimum criteria for selection of lecturers/trainers and tutors.</p>	

	<p>5.1.3 Have sufficient resources i.e. proportion of lecturers / tutors to the number of learners proposed, is feasible.</p> <p>5.1.4 The CVs provided include experience in course development and bursary management. If sub-contracting, the grant applicant must provide their minimum criteria for selection of lecturers/trainers and tutors.</p> <p>5.1.5 Provide references in individuals' CVs for the delivery of PIVOTAL programmes.</p> <p>5.1.6 Evidence of past successful programme management is presented (including the ability to achieve the desired throughput rate).</p> <p>5.1.7 The majority of the team must be Black Africans.</p>	
	Scoring Criteria	Points
	All CVs of the tutor and support team proposed are appropriately qualified and have relevant experience.	5
	The majority of the team are Black Africans.	2
	85 (eighty five) percent of the attached tutor and support team includes CVs which have appropriately qualified and relevant experience for the delivery of PIVOTAL programme.	2
	The majority of team members are not Black Africans	0
	Thirty percent of the attached CVs have appropriately qualified and relevant experience for the delivery of PIVOTAL programme.	1
	No experienced CVs of proposed team.	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:

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 consortium¹ 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.

¹ 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 State¹, 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:

13.1.2 Identity Number:

13.1.3 Position occupied in the Company (director, trustee, shareholder², member, etc.):

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

13.1.5 Tax Reference Number:

¹ "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:

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

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

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

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

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

3.2.1.3 Position occupied in the State institution:

3.2.1.4 Any other particulars?

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	<input type="checkbox"/>
No	<input type="checkbox"/>

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

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

(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.

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:

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

3.4.1.3 Any other particulars?

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:

3.5.1.2 Any other particulars?

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:

3.6.1.2 Any other particulars?

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:

3.7.1.2 Any other particulars?

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