



## Discretionary Project Grant (DPG) Requirements 2021/2022 Adult Education and Training (AET) Programme (Non-PIVOTAL)

**Closing date: 27 August 2021**

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 As 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 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, Tax Clearance Certificate and Central Supplier Database (CSD) Report

1.3 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;

1.4 Grant applicants will be assessed based on the compliant requirements with the BBEE and tax compliance. FASSET reserves its right to award or not to award to applicants with BBEE level status above level 4.

1.5 **All grant applicants must be registered with a professional body in the FASSET sector, and proof of such must be submitted with the application.**

### Independent Grant Submission

1.6 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 DATE AND MODE OF GRANT SUBMISSION

1.7 All applications must be submitted to the following e-mail address: dg@FASSET.org.za. It must be noted that FASSET **will not accept any physical submissions.**

1.8 The submission due date is **Tuesday, 27 August 2021 at 16:00**

1.9 Grant applications received by FASSET after the closing date shall not be considered.

1.9.1 Grant Applicants must submit a Project Proposal which contains, at minimum:

1.9.2 Experience of Grant Applicant;

1.9.3 Technical Approach / Methodology;

1.9.4 Resources; and

1.9.5 Pricing schedule with clear breakdown of each cost item. FASSET reserves the right to query a pricing schedule as part of the evaluation process.

1.10 The Skills development priorities specifically targeting transformation groups including Blacks, women, and people with disabilities. 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.**

## 2. 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:** Education Training for Community Colleges or for Adult Education Training that achieve the following:

- i. Achievement of GETC qualification with economic management sciences as elective academic learning area and Small, Medium and Micro Enterprises as vocational learning areas.

### 2.1 Overall Objectives and Scope

2.1.1 FASSET requires the services of one or more Community Education & Training or Adult Education Training institutions as listed by DHET, to deliver a PIVOTAL Programme resulting in attaining an AET registered learning programme.

2.1.2 Partnership/Collaborations with a SETA, AET institution and Training Colleges

2.1.3 The project is targeting unemployed community members of all ages

- 2.1.4 The programme must be GETC qualification with economic management sciences as elective academic learning area and Small, Medium and Micro Enterprises as vocational learning areas.
- 2.1.5 AET centre registered with DHET, must demonstrate readiness to commence training in 2021/22
- 2.1.6 The programme should be completed within 12 months.
- 2.1.7 Learner stipend may be provided at R1 500 per learner a month
- 2.1.8 Funding will be capped at R20 000 per learner.
- 2.1.9 FASSET will provide tools of trade for each learner, if applicable, and therefore the capped amount of R20 000 excludes tools of trade.
- 2.1.10 The Grant Applicant will be responsible to:
  - 2.1.10.1 Select and recruit learners that are financially needy and with the necessary potential to succeed. Learners that are funded by other institutions are not eligible to participate in the programme.
  - 2.1.10.2 Select and recruit learners who meet the pre-set minimum criteria as determined by the academic institution;
  - 2.1.10.3 Selection must be completed in February 2022 and all learner’s documentation to be submitted to FASSET before 1 March 2022.
- 2.1.11 If the Grant Applicant is submitting programmes that will run concurrently a different proposal must be submitted.
- 2.1.12 The qualification proposed must be a PIVOTAL qualification (registered on the NQF with SAQA).
- 2.1.13 The programme must achieve a 70% throughput rate. Failure to meet this objective will result in a penalty on the project management fee.

**Project Reporting Requirements**

- 2.1.14 Grant applicants 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:
  - 2.1.14.1 Copies of learner agreements;
  - 2.1.14.2 Certified Copies of learner IDs;
  - 2.1.14.3 Copies of results achieved;
  - 2.1.14.4 Confirmation of programme completion;
  - 2.1.14.5 Full learner contact details.

**3. EVALUATION PROCESS**

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

**Table 1: Evaluation Criteria and Weights for Determining Functionality Scores**

<b>Functionality Scoring Determinants</b>		
<b>Total Points</b>		<b>100</b>
<b>1</b>	<b>Experience of the grant applicant</b>	<b>30</b>
	<i>Experience with project management, mentoring and general student support in AET learning programmes</i>	
	1.1.1 Grant applicant’s experience in project managing or overseeing academic qualification programmes in AET	
	1.1.2 Grant applicant’s experience with mentoring.	
	1.1.3 Grant applicant’s experience with general student support	

	<b>Scoring Criteria</b>	<b>Points</b>
	Grant applicant has demonstrated a minimum of 5 years and above experience in managing training programmes of this nature.	5
	Grant applicant has demonstrated a minimum of 3 to 5 years' experience in managing training programmes of this nature	3
	Grant applicant has demonstrated a minimum of 1to 3 years' experience in 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>30</b>
	<p><i>Details of the problem statement in AET</i></p> <p>Grant applicants must:</p> <ul style="list-style-type: none"> <li>2.1.1 Define the problem statement and provide an overview of trends / statistical research to support the problem statement.</li> <li>2.1.2 Provide details of possible causes of the problem and factors that impact on learner success.</li> <li>2.1.3 Provide details of “at risk” learners.</li> </ul> <p>2.2 <i>Learners from Rural Areas</i></p> <ul style="list-style-type: none"> <li>2.2.1 Indicate how the proposed strategy and plan includes consideration of the inclusion of learners from rural areas.</li> </ul> <p>2.3 <i>Details of the proposed solution:</i></p> <p>Grant applicants must:</p> <ul style="list-style-type: none"> <li>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.</li> <li>2.3.2 Present a sufficiently detailed project plan for how the proposed solution will be implemented.</li> <li>2.3.3 Provide the recruitment and selection criteria and methodology.</li> <li>2.3.4 Provide proposed learner numbers.</li> </ul> <p>Provide reasoning with respect to the feasibility of the project.</p> <ul style="list-style-type: none"> <li>2.3.7 Provide details as to any similar past projects against which the proposed project has been benchmarked.</li> <li>2.3.8 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.</li> <li>2.3.9 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.</li> <li>2.3.10 Provide for a <i>comprehensive</i> academic mentorship programme for the duration of the project.</li> <li>2.3.11 Indicate how a 70% throughput rate will be achieved.</li> <li>2.3.12 Indicate any penalties and the implementation thereof, for learners who fail to achieve the pre-set milestones.</li> <li>2.3.13 Indicate the replacement or exit strategies in place.</li> </ul> <p>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>	
	<b>Scoring Criteria</b>	<b>Points</b>
	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	
<b>3</b>	<b>Skills identified</b>		<b>10</b>
	<p>Grant applicants must:</p> <p>3.1 Indicate to which of FASSET's identified skills within the sector the proposed solution is linked.</p> <p>3.2 Demonstrate how the proposed solution is linked to the identified skills within FASSET sector</p>		
	<b>Scoring Criteria</b>	<b>Points</b>	
	Grant applicant addressed all requirements specified in this section in full details.	5	
	Grant applicant addressed only one of the requirements specified in this section in full details.	1	
	Grant applicant did not address the requirements specified in this section.	0	
<b>4</b>	<b>Experience of the Project Team</b>		<b>30</b>
	<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 similar 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>The presence of Black African South African team members in your response solution will be welcomed</p>		
	<b>Scoring Criteria</b>	<b>Points</b>	
	All CVs of the team proposed have appropriately qualified and relevant experienced and majority are Black South Africans team members. Their CVs have references for the delivery of AET programme	5	
	Sixty percent of the attached CVs have appropriately qualified and relevant experience for the delivery of AET programme.	3	
	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	

## 1. 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**

1. 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).

2. 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:

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

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

2.3. 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.

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

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

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3.1.2 Identity Number:

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

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

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3.1.5 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.

<sup>2</sup> 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.



3.1.6 VAT Registration Number:

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

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**

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**Position of Grant Applicant within Organisation**

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**Date**

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