



Call For Expression Of Interest By Service Providers To Assist FASSET In The Administration Of FASSET Bursary Scheme

Closing date: 28 January 2021 at 16:00

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. INTRODUCTION AND BACKGROUND

1.1 The purpose of the call is to invite expressions of interest from service providers to administer FASSET bursary Scheme grants on behalf of FASSET.

1.2 The FASSET Bursary Scheme has been created in response to the Sector Skills needs via strategic plan and annual performance plan. FASSET has been partnering with higher learning institutions and bursaries agencies in implementation of the grants. It was identified that most of the students coming from rural areas are still at disadvantaged in relation to accessing the opportunities and as a result, it was resolved that FASSET will administer a portion of the grants in-house/ internally.

1.3 This call is aimed at service providers willing to do the following:

- 1.3.1 Recruitment and selection of learners inclusive of rural areas learners
- 1.3.2 Develop bursary system for processing of applications
- 1.3.3 Develop a process and/or procedures in the administration of bursaries
- 1.3.4 Learner contracting with Fasset
- 1.3.5 Administrative support to learners
- 1.3.6 Facilitate Academic support to learners
- 1.3.7 Develop bursary payment process
- 1.3.8 Develop bursary reporting process in line with DHET requirements
- 1.3.9 Handover the systems and procedures to FASSET upon expiry of the contract
- 1.3.10 Transfer skills to internal staff to allow continuity upon expiry of the contract
- 1.3.11 Maintenance of the bursary management beyond contracting

2. APPLICATION PROCESS

2.1 Service providers interested in administration of the FASSET Bursary Scheme is expected to do the following:

- 2.1.1 Express their interest by responding to this call and by:
 - 2.1.1.1 Fully completing and signing the following documents:
 - 2.1.1.2 Certificate of Independent Grant Submission (Annexure A)
 - 2.1.1.3 Declaration of interest (Annexure B).
 - 2.1.1.4 Submission of updated CSD report indicating tax compliance status and BBBEE level status.
 - 2.1.1.5 Submit the Proposal in line with the criteria

3. SELECTION CRITERIA TO QUALIFY FOR INVITATION FOR PRESENTATION

3.1 To qualify for invitation to present proposed solution to FASSET requirements, the service providers will need to pass the following:

- 3.1.1 Tax compliance status
- 3.1.2 Lowest BBBEE level status
- 3.1.3 Submission of all documents as per paragraph 2.1.1 above.
- 3.1.4 Proposal that is in line with the criteria as per paragraph 1.3.1- 1.3.11

3.2 The dates and venue for the **virtual presentation** will be from **1 February 2022 to 4 February 2022**. Time allocations will be communicated to applicants within 72 hours of closing date.

4. EVALUATION PROCESS: VIRTUAL PRESENTATIONS

4.1 Applicants will be invited to make a **PRESENTATION** of their Proposal as part of the evaluation process in terms of the following functionality criteria:

| Functionality Scoring | | Determinants | Total Points |
|-----------------------|--|---------------|--------------|
| | | | 100 |
| 1 | Experience of the grant applicant | | 20 |
| | <i>Demonstrate the minimum experience of 5 years in implementing and rolling out of the bursary management system.</i> | | |
| | Scoring Criteria | Points | |
| | Grant applicant has demonstrated a minimum of 5 years and above experience in implementing and rolling out of the bursary management system. | 5 | |
| | Grant applicant has demonstrated a minimum of 3 to 5 years' experience in implementing and rolling out of the bursary management system. | 3 | |
| | Grant applicant has demonstrated a minimum of 1 to 3 years' experience in implementing and rolling out of the bursary management system. | 1 | |
| | Grant applicant has demonstrated zero years' experience in implementing and rolling out of the bursary management system. | 0 | |
| 2 | Comprehensive Technical Approach | | 50 |
| | Present a comprehensive technical proposal detailing how the system will be implemented and rolled out. The proposal should address the following, but not limited to: | | |
| | 2.1.1 Recruitment and selection of learners inclusive of rural areas learners | | |
| | 2.1.2 Develop bursary system for processing of applications | | |
| | 2.1.3 Develop a process and/or procedures in the administration of bursaries | | |
| | 2.1.4 Learner contracting with Fasset | | |
| | 2.1.5 Administrative support to learners | | |
| | 2.1.6 Facilitate Academic support to learners | | |
| | 2.1.7 Develop bursary payment process | | |
| | 2.1.8 Develop bursary reporting process in line with DHET requirements | | |
| | 2.1.9 Handover the systems and procedures to FASSET upon expiry of the contract | | |
| | 2.1.10 Transfer skills to internal staff to allow continuity upon expiry of the contract | | |
| | 2.1.11 Maintenance of the bursary management beyond contracting | | |
| | Scoring Criteria | Points | |
| | Grant applicant has submitted a comprehensive technical proposal that addresses all the above specified requirements. | 5 | |
| | Grant applicant has submitted a comprehensive technical proposal that addresses minimum of 8 of the above specified requirements. | 3 | |
| | Grant applicant has submitted a comprehensive technical proposal that addresses minimum of 5 of the above specified | 2 | |

| | | | |
|----------|---|---------------|-----------|
| | requirements. | | |
| | Grant applicant has submitted a comprehensive technical proposal that addresses minimum of 2 of the above specified requirements. | 1 | |
| | Grant applicant has submitted a comprehensive technical proposal that addresses none of the specified requirements. | 0 | |
| 3 | Experience of the Project Team | | 30 |
| | <p>Grant applicants must demonstrate that the project team have appropriate and relevant experience, and the project team is 100% constituted by African Blacks.</p> <p>Note: Please provide in the brief Resumé/ CVs of the project team only the following:</p> <p>3.1 Only experience that is relevant to the project management and bursary management system.</p> <p>3.2 Minimum of 2 years of relevant experience</p> <p>3.3 Any other relevant information.</p> <p>Resumes must be limited to 3 pages.</p> | | |
| | Scoring Criteria | Points | |
| | The team proposed have the appropriate and relevant experience with 100% of the Resume or CVs submitted demonstrating such AND the team is 100% made up of African Blacks. | 5 | |
| | Some of the team proposed indicate appropriate and relevant experience i.e., more than 50% but less than 100% of the CV's submitted demonstrating appropriate and relevant experience AND the team is 100% made up of African Blacks. | 3 | |
| | <p>The team proposed have the appropriate and relevant experience i.e., 100% of the Resume or CVs submitted demonstrating appropriate and relevant experience AND the team is not 100% made up of African Blacks.</p> <p>OR</p> <p>Less than 50% of the team have the required experience and relevant experience AND the team is 100% made up of African Blacks.</p> | 2 | |
| | Some of the team proposed indicate appropriate and relevant experience i.e., more than 50% but less than 100% of the CV's submitted demonstrating the appropriate and relevant experience AND the team is not 100% made up of African Blacks. | 1 | |
| | <p>Less than 50% of the team have the required appropriate and relevant experience AND the team is not 100% made up of African Blacks.</p> <p>OR</p> <p>No relevant experience indicated in the CVs of proposed team.</p> | 0 | |

4.2 Should a grant applicant achieve a functionality score that is 50% or less, the grant application will be rejected.

4.3 Should a grant applicant receive a functionality score between 51% and 69%, FASSET might engage with the applicant on the grant application.

4.4 All grant applications that receive a functionality score of more than 70% will be recommended for adjudication.

5. SUBMISSION OF EXPRESSION OF INTEREST

5.1.1 Expressions of interest 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**.

5.1.2 The submission due date is **Friday, 28 January 2022 at 16:00**

5.1.3 Expressions of interest received by FASSET after the closing date shall not be considered. NB: You are advised to submit much earlier to avoid any e-mail traffic closer to the closing time.

5.1.4 Requested documents submitted must not be corrupted.

5.1.5 FASSET will take no responsibility for corrupt files submitted.

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.
8. 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.

9. 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.
10. 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.
11. 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 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).
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:

3.1.2 Identity Number:

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

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

3.1.5 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;

Parliament

² 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:

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?

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 |
|-----------|-----------------|----------------------------------|--------------------------------------|
| | | | |
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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
