



Discretionary Project Grant (DPG) Requirements 2021/2022 Digital Skills Training

Closing date: 20 October 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. 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 SARS compliance report containing a pin on request once Fasset has evaluated your proposal and if it meets the technical requirements.
- 1.3.2 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.

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.

SUBMISSION OF APPLICATIONS

- 1.3.4 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.
- 1.3.5 The submission due date is **Wednesday, 20 October 2021 at 16:00**
- 1.3.6 **Grant applications received by FASSET after the closing date shall not be considered.**

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: Service providers to provide accredited digital skills training to the identified beneficiaries placed under FASSET funded internships

2.1 OVERALL OBJECTIVES AND SCOPE

- 2.1.1 FASSET requires service providers to deliver accredited digital skills.
- 2.1.2 The digital skills training to consider **but not be limited** to:
- 2.1.2.1 Microsoft Office
 - 2.1.2.2 Microsoft Digital Literacy
 - 2.1.2.3 Microsoft Digital Literacy for Windows
 - 2.1.2.4 Microsoft Planner
 - 2.1.2.5 Microsoft data analytics
 - 2.1.2.6 Microsoft Power BI
 - 2.1.2.6.1 Analysing Data with Power BI
 - 2.1.2.6.2 Get started with Microsoft Data analytics
 - 2.1.2.6.3 Prepare Data in Power BI
 - 2.1.2.6.4 Clean, Transform and load Data in Power BI

- 2.1.2.6.5 Design a Data Model in Power BI
- 2.1.2.6.6 Create Model Calculations using DAX in Power BI
- 2.1.2.6.7 Optimize Model Performance
- 2.1.2.6.8 Create Reports
- 2.1.2.6.9 Create Dashboard
- 2.1.2.6.10 Create Paginated Reports in Power BI
- 2.1.2.6.11 Perform Advanced Analytics
- 2.1.2.6.12 Create and Manage Workspaces
- 2.1.2.6.13 Manage Datasets Power BI
- 2.1.2.6.14 Row-level security
- 2.1.3 The different beneficiaries will be offered course/s suitable to their needs and level of competence.
- 2.1.4 The programme must achieve a **70% throughput rate**. Failure to meet this objective will result in a penalty on the project management fee.
- 2.1.5 Budget proposed will be verified dependant on the type of the programmes being proposed.
- 2.1.6 The programme must be completed by 30 November 2022.

Project Reporting Requirements

- 2.1.7 Grant applicants will be required to present information on a monthly and quarterly basis. The following information will be required for validation but is not limited to:
 - 2.1.7.1 Certified Copies of learner IDs;
 - 2.1.7.2 Certified copies of learners highest qualification
 - 2.1.7.3 Confirmation of programme completion;
 - 2.1.7.4 Full learner contact details.
- 2.1.8 The pricing schedule of costs must include costs for any technical (academic) support and must breakdown each cost item and clearly indicate fixed costs vs. variable costs. Fasset reserves the right to query a pricing schedule as part of the evaluation process.
- 2.1.9 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**.

3. EVALUATION PROCESS

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 engagewith 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.**

Functionality Scoring Determinants		
Total Points		100
1	Experience of the grant applicant	30
	<i>1.1 Experience of 3 years with managing and proving digital skills training, or similar project.</i>	
	Scoring Criteria	Points
	Grant applicant has demonstrated an experience of 3 years and more.	5

	Grant applicant has demonstrated an experience of between 3-1 years.	3							
	Grant applicant has demonstrated an experience of less than 1 year.	1							
	Grant applicant has no experience.	0							
2	Technical Approach / Methodology		40						
	<p>2.1. Present the methodology and comprehensive project plan detailing how the project will be implemented and rolled out. The plan should also address the following, but not limited to:</p> <p style="padding-left: 40px;">2.1.1 Provide details as to how the project will be implemented until the close out report stage;</p> <p style="padding-left: 40px;">2.1.2 Provide comprehensive details on how the project will be organised and fully implemented;</p> <p style="padding-left: 40px;">2.1.3 Indicate how the geographical spread of the Fasset DG projects will be covered.</p> <p style="padding-left: 40px;">2.1.4 Identify project risks and full mitigation.</p> <p>Learners from Rural Areas</p> <p style="padding-left: 40px;">2.2.1 Indicate how the proposed strategy and plan includes consideration of the inclusion of learners from rural areas.</p> <p>NB: Applicants providing workable solutions for access by rural learners will receive an additional 1 point.</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Scoring Criteria</th> <th style="width: 40%;">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> </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	
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	
3	Experience of the Project Team		30
	<p><i>Capacity to implement a programme of this size:</i> Grant applicant must:</p> <p>3.1.1. Have appropriately qualified and relevant experienced resources. 3.1.2. The team proposed has relevant expertise and experience. 3.1.3. Have sufficient resources 3.1.4 The majority of the team members must be Black Africans.</p>		

Scoring Criteria		Points
All CVs of the team proposed have appropriately qualified and relevant experience and the majority of the team is Black Africans.		5
Some CVs of the team proposed have appropriately qualified and relevant experience, and the majority of the team is Black Africans.		3
All CVs of the team proposed have appropriately qualified and relevant experience, but the majority of the team is not Black Africans.		1
No CVs included and the majority of the team is not Black Africans.		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.
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	<input type="checkbox"/>
No	<input type="checkbox"/>

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

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