



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CENTRAL ADMINISTRATION OFFICE

50051 Mfundu Mngadi Drive, KwaMakhutha • P O Box 1795, Amanzimtoti, 4126
Tel: (031) 905 7000/1 • Fax: (031) 905 1399 •
www.coastalkzn.co.za



COASTAL KZN TVET COLLEGE

FACILITATION OF END USER COMPUTER SKILLS TRAINING AND CERTIFICATION-

CONTRACT PERIOD: 10 DAYS

BID NUMBER: CKZN 02/2026

CLOSING DATE & TIME: 17/04/2026

STRICTLY AT 12:00

NAME OF BIDDER:	
CENTRAL SUPPLIER DATABASE REGISTRATION NUMBER.	

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INSETA ICT TRAINING AND CERTIFICATION

BID NUMBER: CKZN 02/2026

1.1 SUMMARY AND BACKGROUND

Coastal KZN TVET College (hereafter referred to as “the College”) is a public Technical and Vocational Education and Training (TVET) institution operating across multiple campuses in KwaZulu-Natal.

The College hereby invites suitably qualified, experienced, and accredited service providers to submit bids for the provision of training services for End-User Computing for unemployed youth. This initiative is implemented in partnership with the Insurance Sector Education and Training Authority (INSETA) to enhance digital competencies and improve employability outcomes.

1.2 PURPOSE OF THE TENDER

The purpose of this tender is to appoint a suitably accredited and experienced service provider to deliver Information and Communication Technology (ICT) training and certification programmes aligned with INSETA’s skills development priorities, national qualifications frameworks and industry best practices.

The appointed service provider will be responsible for designing, facilitating, assessing, and certifying ICT-related training interventions that aim to enhance digital competencies, improve employability and support professional skills development within the insurance services sectors. These programmes will contribute to addressing current and future ICT skills gaps, promoting workforce readiness, and supporting transformation, youth employability, and economic inclusion objectives.

1.3. OBJECTIVES

The objective of this tender is to appoint suitably qualified and accredited service providers to deliver high-quality, accredited training in End-User Computing to 255 unemployed youth, with the aim of enhancing their digital competencies, improving employability and workplace readiness, and enabling meaningful participation in the digital economy, while ensuring compliance with INSETA and/or MICT SETA requirements, effective programme implementation within the stipulated

timeframe, and contributing to national skills development priorities, youth empowerment, and the reduction of unemployment through impactful and outcome-based training interventions.

2. REGISTRATION ON CENTRAL SUPPLIER DATABASE

The bidder must be registered on Central Supplier Database (CSD) to do business with the College. A copy of CSD Report must be submitted with the bid and failure to submit will result in disqualification.

3. COMPULSORY DOCUMENTS/ COMPULSORY CONDITIONS OF THE CONTRACT

The bid must be submitted in a sealed envelope with the name of the company, item description and bid number clearly marked on the envelope. The following documents **must** be submitted:

- Proof of Accreditation with INSETA and MICTSETA
- Valid Tax Clearance Certificate / Tax Compliance Status (TCS PIN)
- Company registration documents (CIPC)
- Company Profile
- Proven track record in delivering and certification of at least 100 students. (3 reference letters)
- CSD report (not more than three (3) months old).
- Availability of qualified facilitators or assessors and moderators (INSETA accredited CVs)

3.2 Stage 2 - Functionality / Technical

The functional/technical evaluation will be based on a threshold, where Bidders who fail to achieve a minimum of 70 points out of a total of 100 points will not be considered further in the evaluation process.

The criteria will be as follows:

Scoring and Threshold – See Scoring for Weighting

Item	Functionality Criteria	Means of verification	TOTAL POINTS	Points Scored
1	Experience in INSETA and MICTSETA Short Skills Training Programs • 1 contract = 5 points • 2 contracts = 15 points • 3 contracts = 20 points • 4 contract = 25 points • 5 contract = 30 points	Reference Letters	30	
2.	Qualification and Experience of the Training Facilitator Capacity of key personnel (Facilitator) specifically at management level (attach CV's and copies of qualifications , with IT or related qualifications. ----- Relevant tertiary qualifications and experience of key personnel between 1 year and five (5) years' experience = (10 points) ----- Relevant tertiary qualifications and experience of key personnel between five (5) and (7) years = (20 points) ----- Relevant tertiary qualifications and experience of key personnel for a period of seven years (7) years and above = (30 points)	INSETA accreditation & Letter of good standing	30	
3.	Financial Capacity. • Submission of valid proof of financial capacity issued by a financial institution authorized to	Letter from the approved financial institution, Bank Statement or and credit	40	

	offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business - Non-submission of proof of duly completed and signed financial capacity in accordance with the law (0) - Submission of a valid letter from financial institution to the monetary value between R50 000.00 and R100 000.00 issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business to the value between R50 000.00 and R100 000.00. (10) - Valid letter from financial institution to the monetary value between R100 001.00 and R250 000.00 issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business to the monetary value of between R100 001.00 and R250 000.00. (20) Valid letter from financial institution to the monetary value between R250 001.00 and R 500 000.00 issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business to the monetary value between R250 001.00 and R500 000.00. (30) - Valid letter from financial institution to the monetary value between R500 001.00 and above issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business to the monetary value between R1 500 001.00 and above. (40)	overdraft statement		
TOTAL – Phase 2		100		
Phase 3				
B1	Price	80		
C1	B-BBEE Credential level	20		

	Total	100		
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4. DECLARATION OF INTEREST

4.1 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 invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, 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 bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where -

The bidder is employed by the state; and/or

The legal person on whose behalf the bidding document 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.

4.2 To give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.2.1 Full Name of bidder or his or her representative:

Identity Number:

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

Company Registration Number:

Tax Reference Number:

VAT Registration Number:

The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ "State" means—

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);
any municipality or municipal entity;
provincial legislature;
national Assembly or the national Council of provinces; or
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.

4.2.3 Are you or any person connected with the bidder presently employed by the state? **YES/NO**

If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution.....

Any other particulars:

.....

.....

.....

If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO**

If yes, did you attach proof of such authority to the bid document **YES/NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).

If no, furnish reasons for non-submission of such proof:

.....

.....

.....

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 months? **YES/NO**

If so, furnish particulars:

.....

.....

.....

Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

If so, furnish particulars.

.....

.....

4.2.4 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

If so, furnish particulars.

.....

.....

.....

Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether they are bidding for this contract? **YES/NO**

If so, furnish particulars:

.....

.....

.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number	Employee / Persal Number

DECLARATION

I, THE UNDERSIGNED (FULL NAMES & SURNAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

5. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

GENERAL CONDITIONS

The following preference point systems are applicable to all bids:

the 80/20 system for requirements with a Rand value of below R50 000 000 (all applicable taxes included).

a) The value of this bid is estimated to **not** exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable: or

Points for this bid shall be awarded for:

Price; and

B-BBEE Status Level of Contributor.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

DEFINITIONS

“B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

“B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

“bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

“Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

“EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

“functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

“prices” includes all applicable taxes less all unconditional discounts;

“proof of B-BBEE status level of contributor” means:

B-BBEE Status level certificate issued by an authorized body or person;

A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

Any other requirement prescribed in terms of the B-BBEE Act;

“QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

“rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

Price Points = $80 \times (1 - P_{\min}P - P_{\min})$

Where

Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	8
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

BID DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

B-BBEE Status Level of Contributor: =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

SUB-CONTRACTING

Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

If yes, indicate:

What percentage of the contract will be subcontracted.....? %

The name of the sub-contractor.....

The B-BBEE status level of the sub-contractor.....

Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

6.Scope of Work

6.1 Curriculum

The successful bidder will be required to offer the following curriculum:

- Foundation to AI and extended reality
- Computer hardware and software
- Cyber Security
- PC trouble shooting and End User support
- Office Programs- google and Microsoft office 365

Hand-on experience and hardware plus practicals

6.2 GENERAL CONDITIONS

Stages for the training are as follows:

- (Enrolment/Registration): enrolment process is completed by submitting/sending the Learner Enrolment Form to MICT SETA and providing TVET with the learner register and proof of submission/sent record.
- Learners have completed the scheduled training delivery for their cohorts, evidenced by signed attendance registers and a brief progress summary
- (Closure) once the programme close-out is completed by submission/sending of the moderator's report to QCTO and provision to TVET of the close-out evidence pack (including attendance registers and final learner results/certificates or status list available at that time).

6.3 . TIMEFRAME

- Project commencement: The successful bidder will be expected to commence the program within 10 days after appointment.
- Project duration: The project will be for 10 days.

6.4 PRICING SCHEDULE

Item No	Quantity	Description	Rate Per Student	Total	
					C
1.	255	TRAINING OF 255 LEARNERS ON END-USER COMPUTER SKILLS			
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13					
14					
VALUE ADDED TAX @ 15% (Only if VAT Vendor)					
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days) INCLUSIVE OF DELIVERY					

Note : A stipend to the maximum of R1000.00 per learner will be paid from the quoted amount.



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SECTION 7

SUMMARY FOR BID OPENING PURPOSES ONLY

(To be completed by Bidder)

BID NUMBER: CKZN 02/2026

BID PRICE INCLUDING VAT: R.....

AMOUNT IN WORDS:

.....

TIME FOR COMPLETION/DELIVERY: 10 days

IMPORTANT

Mark appropriate block with "X"

HAVE ANY ALTERATIONS BEEN MADE?

YES/NO

HAS AN ALTERNATIVE BID BEEN SUBMITTED?

YES/ NO

IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?

YES/ NO

NAME OF COMPANY:	SIGNATURE:	DATE:
.....		
.....		

SECTION 8

8. BID SUBMISSION INSTRUCTIONS

Completed bids must be submitted in a sealed and clearly marked envelope (**INSETA END-USER COMPUTER TRAINING**) with the tender reference number (**CKZN 02/2026**) They must be physically submitted at CAO, located at 50051 Mfundi Mngadi Drive, KwaMakhutha Township, 4126.

SUBMISSIONS FOR BIDS will close on Friday 17 April 2026 AT 12:00 NOON.

No late bids will be accepted after the submission date and time.

For enquiries contact:
 Mr P.N. Khanyile (**SCM MANAGER**)
 Tel No.: 031 905 7000

Email: PhineasNhlakanipho.Khanyile@Coastalkzn.edu.za