



REQUEST FOR PROPOSAL

Reference number:

RFP4285/16/05/2023/FS

Closing Date and Time:

29 JUNE 2023 @ 12H00

Subject:

**THE SOUTH AFRICAN INTERNATIONAL MARITIME
INSTITUTE (SAIMI)**

APPOINTMENT OF A SERVICE PROVIDER TO

**UNDERTAKE AN ASSESSMENT TO INTEGRATE AQUACULTURE
MODULES IN AQUACULTURE-RELATED QUALIFICATIONS AT SOUTH
AFRICAN INSTITUTIONS OF HIGHER LEARNING**

Supplier Name:

Compulsory Briefing Session: Zoom on 13 June 2023 @11h00

Meeting ID: 353 748 3115

Password: 934276

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INITIALS:

1. BACKGROUND

1.1 OVERVIEW

The South African International Maritime Institute (SAIMI) requires the services of a registered Service Provider (s) to undertake an assessment to integrate aquaculture modules in aquaculture-related qualifications at South African institutions of Higher Learning.

1.2 Brief Background

- 1.2.1 Operation Phakisa was launched in 2014 with various stakeholders committing to ambitious aspirations in terms of job creation, production, GDP contribution, inclusivity and skills training and development. Six focus areas were identified, namely, Aquaculture, Marine Transport and Manufacturing, Marine Protection and Ocean Governance, Offshore Oil and Gas, Coastal Marine and Tourism, and Small Harbour Development. The Fisheries sector was not included at the time, however, it has now been included as focus area under Oceans Economy Masterplan.
- 1.2.2 Skills were identified as a constraint in the economic growth across all the Operation Phakisa Oceans Economy LABS and therefore the Department of Higher Education and Training (DHET) was tasked with leading the skills development aspects across the sectors. The outcome of the LABS was the identification of initiatives that would assist with realising the growth potential of the Oceans Economy delivery units; and these were listed in the 3-ft plans for each focus area. The DHET subsequently appointed SAIMI to facilitate and co-ordinate the various oceans economy skills initiatives, including the establishment of multi-stakeholder working groups to assist with implementing the 3ft-plan skills initiatives.
- 1.2.3 Regarding the Oceans Economy Masterplan development process, SAIMI led and participated in various working groups and small working teams. The working groups were tasked with identifying challenges and solutions to delivering the skills targets of Operation Phakisa, in order to support SAIMI in developing a comprehensive national maritime skills development strategy and implementation plan for the DHET including for aquaculture.
- 1.2.4 The implementation thereof necessitated the need to commission a Skills Audit commissioned by SAIMI and the Skills Expert group in partnership together with the Department of Forestry, Fisheries and the Environment (DFFE). This included incorporating existing AgriSETA and TETA initiatives for Aquaculture skills development. Other interventions towards skills development for Aquaculture included career awareness, incorporating Aquaculture into existing DFFE internship and work-based learning programmes, increasing the proportion of awards for aquaculture studies on the DFFE bursary scheme, providing short courses at the Aquaculture Training Centre in Gariep located in the Free State Province of South Africa for interns and existing and new farmers, and feasibility studies on the establishment of Aquaculture demonstration centres in the Northern and Eastern Cape. The Skills Expert Group is also collaborating with industry and educational institutions on the development of an aquaculture qualifications framework and development of new qualifications to boost skills levels in the sector and train specialists in the critical areas of need.

1.3

Project Aims and Objectives

- 1.3.1 SAIMI in collaboration with the DFFE and other relevant institutions that are members of the Aquaculture Skills Expert Group (ASEG) aims to address the current and future skills requirements in the Aquaculture sector by investigating opportunities for the integration of aquaculture modules into existing qualifications related to Aquaculture, at institutions of higher learning. The aim is to address specialised skills needs of the sector through increased exposure to aquaculture using an interdisciplinary approach.
- 1.3.2 The shortage of shortage of specialised skills within the aquaculture sector, a technology driven sector, was identified by Aquaculture Skills Inventory and Needs Analysis (SAIMI, 2017). These skills shortages could hamper the growth of the sector and addressing them is imperative in meeting the ambitious targets of growth and associated benefits. Due to the small size of the sector; in most cases, the development of full Aquaculture specific qualifications was determined impractical. Rather the integration of Aquaculture modules into existing aquaculture related qualifications offered at institutions of higher learning was seen as the most prudent intervention to address the shortage of skills in the sector.
- 1.3.3 The Aquaculture Skills Inventory and Needs Analysis identified specific skills required in the sector to foster growth and meet current and future shortages. These skills include the following:
 - a) Management skills
 - b) Business skills
 - c) Practical skills fish knowledge technical skills
 - d) HACCP systems management
 - e) Hatchery biological skills
 - f) Technical skills (Plumbing, electrical and welding)
 - g) Industry packaging specialists
 - h) Aquaculture Veterinary specialists
 - i) Aquatic animal health specialists
 - j) Designing and building aquaculture systems
 - k) Qualified skippers in the mussel and oyster industries
 - l) Qualified divers in the mussel and oyster industries
 - m) Feed manufacturing knowledge
- 1.3.4 The final aims of the assessment are to Identify the quick win opportunities to embed or integrate aquaculture modules within existing aquaculture related qualifications to expose a broader range of students to Aquaculture, facilitate inter-disciplinary research and foster capacity development.

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2. SCOPE OF WORK (REQUIRED PROPOSAL)

2.1 The appointed Service Provider must deliver the following:

- 2.1.1 **Desktop analysis:** The Service Provider should use the skills needs identified (e.g., engineering, agriculture, economics, etc.) through the Aquaculture Skills Inventory & Needs Analysis (SAIMI, 2017) as a baseline to identify existing Aquaculture qualifications at institutions of higher learning that may benefit from inclusion of aquaculture modules. This analysis should include assessment of the institutions to provide the aquaculture training internally or through practical and feasible inter-institutional collaboration. Existing models for aquaculture modules should be used in the analysis to determine the type, duration, and depth of aquaculture training to be provided.
- 2.1.2 **Cost/Benefit analysis:** The Service Provider must identify three (3) institutions of higher learning where availability of technical and research expertise along with offering of aquaculture related courses coalesce in such a manner that integrating aquaculture modules within aquaculture related qualifications will have the highest impact at the lowest possible cost. Where possible, this should be integrated with practical exposure to existing aquaculture industry. A cost/benefit analysis must then be conducted at these institutions to determine the feasibility of aquaculture module integration into the existing qualification.
- 2.1.3 **Business case:** The Service Provider must build a business case for the proposed intervention which will consider the associated regulatory, administrative, human and financial resources requirement to implement it.
- 2.1.4 **Deliverables**
 - a) Full report discussing the above.
 - b) PowerPoint presentation of the business case analysis to be presented to relevant institutions

2.2 The appointed Service Provider:

- a) Must present their proposal and implementation plan at an inception meeting with the Aquaculture Skills Expert Group (ASEG).
- b) Must consult with relevant technical and research experts in relevant institutions of higher learning.
- c) Must display experience and knowledge of qualification development in the context of higher education. The Service Provider must in addition, demonstrate expertise related to the scope of work.
- d) Must include a record of achievements and portfolio of evidence relevant to business planning and feasibility studies.
- e) Must include within the proposal, relevant qualifications such as bachelor's degrees in Education and Course planning.
- f) Must provide an outline of how the scope of work will be undertaken including a project plan and detailed time frame

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- g) The Service Provider must have proven relevant experience in conducting skills audit and/or needs analysis and research in relevant industries.
- h) The Service Provider must detail the composition of their team and their experience in conducting a study of this nature.
- i) The Service Provider must demonstrate understanding of the Oceans Economy, particularly the Fisheries sector in-depth understanding.
- j) The Service Provider must provide details of a skills transfer plan to designated SAIMI personnel.
- k) The Service Provider must provide monthly report to the Project Manager and team.

2.3 The Service Provider must provide detailed pricing schedule.

2.3.1 The Service Provider must quote set fees in South African Rand (inclusive of VAT).

2.3.2 The Service Provider will be paid by SAIMI upon invoicing and acceptance of deliverables.

2.4 Proposals must be accompanied by:

2.4.1 Names and brief CVs of individuals which the Service Provider proposes to be involved with the assessment.

2.4.2 Brief (2 page) motivation explaining why the team/individuals are best suited to undertake the project.

2.4.3 Brief description of previous relevant work/projects undertaken with references.

2.4.4 Confirmation of availability in accordance to specified time frame.

2.5 The Curriculum Vitae of the staff who will be available for the duration of the work.

2.6 The evaluation of proposals will be carried out in two phases. The quotes will be assessed in terms of compliance with the scope of work (2.1) and the expertise (2.2) and then qualifying quote will be assessed in terms of price and BBBEE.

2.7 SAIMI reserves the right to invite short listed suppliers/companies to present their proposals for final decision.

2.8 Applicants must be prepared to work at rates not exceeding those prescribed by the office of the Auditor-General or the Department of Public Service and Administration.

2.9 The successful Service Provider shall under no circumstances commence with the project work without first being issued, by the Department, and signing an appointment letter and an order number.

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- 2.10** SAIMI will not be held responsible for any costs incurred by the applicant in the preparation and submission of the proposals.
- 2.11** Please take note that the SAIMI is not bound to select any of the firms' submitting proposals. The SAIMI reserves the right not to award any of the proposals and not to award the contract to the lowest proposal price as well as to renegotiate the proposal price of the preferred applicant.
- 2.12** Travelling costs and time spent or incurred between home and office of consultants and the Department head office will not be for the account of the SAIMI.
- 2.13** Applicants are required to submit a project plan of action of all deliverables detailing the cost of the services. Prices quoted must be VAT inclusive.
- 2.14** The price must remain firm for the duration of the contract.
- 2.15** The successful applicant will be paid on a monthly basis upon submission of acceptable monthly deliverable reports and deliverables.

3. CONTACTABLE REFERENCES

<i>NAME OF COMPANY</i>	<i>CONTACT PERSON</i>	<i>TELEPHONE NUMBER</i>	<i>APPROXIMATE ANNUAL VALUE OF BUSINESS</i>	<i>DURATION OF CONTRACT</i>

4. STANDARD CONDITIONS OF TENDER

IMPORTANT NOTE:

SAIMI is currently housed within Nelson Mandela University (NMU), at the university's Ocean Sciences Campus in Summerstrand, Port Elizabeth.

Although a legal entity of NMU, operating within its policies and provided with technical support from the university, SAIMI has a national mandate and works with government at national and provincial levels, with the maritime industry and organised associations across the country, and with any and all education institutions from school level to TVET colleges to universities and universities of technology.

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For this reason, SAIMI has its own corporate identity not linked to the university identity, its own web/email domain, and own social media presence. The intention is to preserve and strengthen this distinct identity.

This procurement process will be run via the university procurement system and processes, with the final decision on appointment of service provider/s resting with SAIMI. The successful bidder/s will conclude an Agreement with the University, acting on behalf of SAIMI, and all payments will be processed by the university. However, the service provider/s relationship will be directly with, and managed by, SAIMI.

More information on SAIMI on our website www.saimi.co.za and/or our Facebook and LinkedIn profiles.

4.1 Questions

Please direct all questions regarding this RFP to:

CONTACT FOR ENQUIRIES	TELEPHONE	E-MAIL
Ms Fikiswa Sifanele Senior Buyer		Fikiswa.Sifanele@mandela.ac.za

4.2 Responses to RFP

4.2.1 Service Providers are requested to initial the bottom of each page in the space provided. Additional information can be attached to this Request for Proposal.

4.2.2 RFP to be emailed to Fikiswa.sifanele@mandela.ac.za with the subject

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SAIMI: APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE AN ASSESSMENT TO INTEGRATE AQUACULTURE MODULES IN AQUACULTURE-RELATED QUALIFICATIONS AT SOUTH AFRICAN INSTITUTIONS OF HIGHER LEARNING

4.2.3 If responses are received after the closing date and time as stipulated herein, such responses will be considered NON-RESPONSIVE AND WILL NOT BE CONSIDERED.

4.2.4 Bidders are to provide the email address of their authorised contact person as all correspondence will be conducted by email.

NO FINAL RESPONSES SUBMITTED PER FACSIMILE OR E-MAIL WILL BE CONSIDERED.

4.2.5 The responses to this RFP will not be opened publicly.

4.2.6 The university undertakes not to disclose any confidential details pertaining to the proposal and/or information received to any other company, i.e., concept, design, delivery, pricing, etc.

4.2.7 The response to the RFP must follow the format set out in this RFP document as far as possible. Additional information / conditions may be supplied in supporting documents.

INITIALS:

4.3 Communication

Bidders will be disqualified should any attempt be made by the bidder/ their partners, either directly or indirectly, to canvass any employee of the University, in respect of a response, between the closing date and the date of the award of the contract.

4.4 Bidder Contact Details

Bidders are required to provide the contact particulars of a person who is authorized to communicate and/or negotiate on behalf of their company / consortium.

4.5 Compliance

All Bidders shall be expected to be in full compliance with any and all applicable Laws and Regulations, in particular but not limited to the University Supply Chain Policy.

4.6 Additional Notes

The person or persons signing the proposal must be legally authorized by the Bidding Company or Consortium to do so. The parties acknowledge that the successful Bidder shall only be confirmed as such after the terms and conditions of a comprehensive agreement have been agreed to with the University. The University reserves the right to reject any or all offers.

FAILURE TO OBSERVE ANY OF THE ABOVEMENTIONED REQUIREMENTS MAY AT THE SOLE DISCRETION OF THE NMU RESULT IN THE PROPOSAL NOT BEING CONSIDERED.

4.7 Disclaimer

Bidders are hereby advised that the University is not committed to any course of action as a result of its issue of this RFP and/or its receipt of a proposal in response to it. In particular, please note that:

- The University may change portions of the Bid and request all Bidders to re-bid on those specific changes.
- The University may reject any proposal which does not conform to instructions and specifications, which are issued herein.
- The University may reject all proposals, if, in its sole discretion, there are reasonable and justifiably compelling reasons to do so.
- The University will not reimburse any bidder for any preparation costs or other work performed in connection with this proposal, whether or not the Bidder is awarded the contract;
- The University accepts no responsibility for any loss incurred by any person(s) due to the events or actions taken as a consequence of the preparation or dissemination of this document;
- The University accepts no responsibility for the misinterpretation of information provided herein by any bidder, such misinterpretation which may result in errors, omissions or misstatements, negligent or otherwise, made by a bidder responding to this proposal; and
- Response to this RFP does not guarantee any work with the University

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4.8

RESPONDENT'S CONTACT DETAILS	
Name of contact person	
Position in company	
Telephone	
Cell	
E-mail address	

4.9 **Value-added tax (VAT)**

All prices and/or rates Tendered shall be deemed to be **INCLUSIVE** of Value Added Tax.

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5. DEFINED TERMS

In this RFP, the following terms shall bear the meanings ascribed to them, unless clearly inconsistent with the context:

Bidder:	The person or entity submitting a Proposal in response to this RFP.
The University:	The NELSON MANDELA UNIVERSITY.
Project Plan:	The plan setting out the work to be done by the Project Team, detailing the timelines, budgets and deliverables for executing the proposal.
Project Team:	The agency management and staff who will work on the SAIMI account.
Proposal:	The proposal by the Bidder in response to this RFP.
Master Contract:	The written agreement to be concluded between the University and the successful Bidder for the execution of the RFP.

6. MANDATORY DOCUMENTS / INFORMATION REQUIRED IN BID DOCUMENT

The documents listed below MUST be provided by all bidders responding to this RFP:

No.	CATEGORY	COMPULSORY DOCUMENTATION REQUIRED
1.	Taxation	Valid tax compliance status with a pin issued by the South African Revenue Service (SARS).
2.	Bank Confirmation Letter	Letter from the bank confirming bank details.
3.	Company Registration	Submit CK1 or CK2 form
4.	RFQ Document	Duly signed and completed
6.	Price Schedule	Fully completed and indicating the bid amount
	Letter of commitment	Skills transfer to SAIMI personnel
7.	Academic Qualifications	Project team to submit CV's and qualifications – Fisheries & Aquaculture or relevant qualification
8.	Compulsory Briefing session	Attendance registers to be signed (attendance register kept by NMU)

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7. SPECIFIC TERMS AND CONDITIONS

7.1 Non-acceptance of Proposal

The University reserves the right, in its sole discretion without being obliged to provide reasons therefore, to accept all, some, or none of the Proposals submitted, either wholly or in part, and is not obligated to accept the Proposal that achieved the highest score or the lowest price.

The submission of the Proposal does not confer any right or expectation to any Bidder that the University shall accept its Proposal, either in whole or in part.

7.2 Confidentiality

The Bidders are required to submit their Proposal in accordance with the requirements of the RFP. No discussion, negotiations or correspondence will be entered into with any Bidder in this regard except as provided for in Clause 3.1 above. Neither the Bidder nor the University shall disclose the content of the Proposal to any other Bidder, without the written approval of both the University and the Bidder.

7.3 Variation

The University may at its own discretion, by notice in writing to all Bidders, supplement or update terms, content and conditions of this RFP without being obliged to give reasons therefore.

7.4 No Guarantee

The call for Proposals in terms of this RFP does not guarantee any Bidder development rights and does not constitute a valid offer to the Bidder. The call for RFPs shall constitute an invitation by the University to the Bidder to submit an offer to the University, capable of acceptance by the University.

7.5 Further Amendments and Submissions

Upon submission by the Bidder of its Proposal, and after the closing date and time for the submission of Proposals, no further amendments or submissions in relation to a Proposal shall be accepted by the University unless simultaneously requested from all the Bidders by the University or unless agreed upon by University in writing.

7.6 Compensation

The University is not obliged to compensate any Bidder for any costs or losses arising out of the submission of the Proposal, or the submission of any further requested information, under any circumstances whatsoever.

7.7 Cancellation of Rights

The University may in terms of applicable legislation, or policies, refuse, suspend or cancel any rights conferred on the Bidder, if it is found that such Bidder has provided false or misleading information to the University, whether or not the provision of such information was intentional or negligent, and

INITIALS:

regardless as to whether the information had any direct influence on any decision by the University in relation to the award of the Tender.

7.8 Good Faith

In their dealings with the University and other relevant persons in the RFP process, the Bidders are expected to observe the utmost good faith; to give full effect to the intent and purpose of this RFP; not to do anything nor to refrain from doing anything which may in any way prejudice or detract from the rights, property or interests of the University.

7.9 No Binding Agreement

The Proposal from a successful Bidder does not constitute a binding contract, until accepted in writing by the University, and communicated in writing to the successful Bidder.

8. CONFLICT OF INTEREST

Any situation in which a member or connected person has an actual or potential interest that may impact negatively on the integrity or objectivity of the University, thereby causing prejudice to the University or undue or improper benefit to the individual, including situations where:

- a position of authority may be used to influence or to make decisions that lead to any form of financial or personal gain for that member or for his or her relations;
- financial or other personal considerations may compromise, or may have the appearance of compromising, a member's professional judgement in conducting or reporting research.

Interest: Includes but is not limited to:

- *Commercial interest:* Partnerships, firms, companies, close corporations, businesses or other organisation in which a pecuniary interest, fiduciary responsibility, personal participation or any other form of interest is substantial enough to be of significance, for example, holding the position of Executive Director or having more than 5% control (where 'control' means right to direct the affairs of a company as a shareholder, a member of the board of directors, by agreement or otherwise).
- *Financial Interest:* Anything of non-trivial monetary value, including, but not limited to, pay, commission, consultancy fees, equity interests, forgiveness of debt, property, royalties, intellectual property rights, gifts, discount, hospitality and services.
- *Non-financial interest:* This includes, but is not limited to, enhancement of a career, education or professional reputation, access to privileged information or facilities.
- *Relationship interest:* A partner, a close personal friend and any other person with whom the member has a relationship which is likely to appear to a reasonable person to influence his/her objectivity.

Any member or any connected person of such member may not conduct business, either directly or indirectly with NMU in the event of there being a conflict of interest, unless the approval of MANCO is obtained, and MANCO having considered the following facts:

- the goods, products or services offered are unique;
- the supplier is the sole provider; and
- it is in the best interest of NMU to conduct such business.

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Council members, members of sub committees of council and incumbents falling within peromnes level 1 – 4, may not conduct any business directly or indirectly with the NMU irrespective of whether a conflict of interest exists or not, due to the nature of the positions they occupy.

Any person who has transgressed the paragraphs above will in future, without prejudice to any other remedy or recourse which the NMU may be excluded from rendering goods and services to the NMU.

Please complete the document below to ensure compliance.

Connected Person - A person is deemed to be a “Connected Person” using the consanguinity and affinity linear diagrams and being within four degrees of connectivity.

Member - Any person permanently employed or under contract to the University, registered students, council members, members of sub committees of council as well as any other persons engaged in activities on behalf of the University.

No, I am not connected. Name: _____ Signature _____ Position in your company: _____ Date: _____
Yes, I am connected. Name: _____ Signature _____ Position in your company: _____ Date: _____ Other particulars: _____

Linear Consanguinity Diagram	Please indicate with tick ✓
4th Degree	
Great Great Grandparents	
Great Aunt/Uncle	
First Cousin	

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Great Nephew/Niece	
3rd Degree	
Great Grandparents	
Aunt/Uncle	
Nephew/Niece	
Great Grandchild	
2nd Degree	
Grandparent	
Brother/Sister	
Grandchild	
1st Degree	
Parent	
Child	
MEMBER (As defined above)	
Linear Affinity Diagram	Please indicate with tick √
MEMBER (As defined above)	
1st Degree	
Spouse	
2nd Degree	
Parent-in-law	
Daughter/Son-in-law	
3rd Degree	
Grandparent-in-law	
Brother/Sister-in-law	
Grandchild-in-law	
4th Degree	
Great Grandparents-in-law	
Aunt/Uncle-in-law	
First Cousin-in-law	
Niece/Nephew-in-law	
Great Grandchild-in-law	

Please provide us with the person's name and surname as indicated above:

Name of staff member/connected person	Relationship

I the undersigned (name) _____ certify that the information furnished above is correct.

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Signed aton thisday of20...

Signature..... Capacity of signatory.....

Registered name of Service Provider.....

Email address.....

Address.....

Telephone number.....

INITIALS:

9. TIMEFRAMES

The study should be completed within a period of 4 months.

10. EVALUATION CRITERIA

Service Providers will be assessed in terms of experience in providing the service and B-BBEE scorecard. Qualifying criteria are indicated below. Only service providers scoring 70% on functionality will be considered.

EVALUATION CRITERIA

Category of Tender being evaluated:

1. Price.....	80
2. Broad Based Black Economic Empowerment....	20
TOTAL:	100

1.	Functionality			Score
	Qualifying Criteria	Requirement	Max Points	
	Experience Bidders will be evaluated on their experience as it pertains to the scope of this project.	Proof of experience and track record of previous work done in a similar field 3 or more similar projects: 20 points 2 similar projects: 15 points 1 similar project: 10 points References/proof to be provided. References should not be older than 5 years. Note: Failure to submit/attach reference will result in the tenderer not being awarded points. All references must be in the company/client letterhead and be signed, failure will result in the tenderer not awarded points	20	
	Proposed approach and Implementation plan; level of understanding	Proposed approach demonstrates high level of understanding and insight into the requirements 20 points: Meets all of the requirements;	20	

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		15 points: Meets almost all of the requirements. 10 points: Meets some of the requirements. 0 points: Does not meet the requirements		
	Understanding of curriculum development	Prove experience in curriculum development such as: 15 points: Module development 10 points: Course work material development 5 points: Learner guide development 0 points: Does not meet the requirements. Note: All references must be in the company/client letterhead and be signed, failure will result in the tenderer not awarded points	15	
	Understanding of the Fisheries & Aquaculture sector	Understanding of the sector must be demonstrated in the proposal. Provide list of research involvement in the sector/s 10 points – Above average 5 years – Average 2 years – Below average	10	
		Total Score	65	
2.	Price			Score
	$1 - \frac{P_t - P_{min}}{P_s - P_{min}}$ $P_s = 80$ P_t = Rand value of offer tender consideration P_{min} = Rand value of lowest acceptable tender			
3.	Broad Based Black Economic Empowerment (BBBEE)			Score

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	Level 1 Contributor	20	
	Level 2 Contributor	18	
	Level 3 Contributor	16	
	Level 4 Contributor	12	
	Level 5 Contributor	8	
	Level 6 Contributor	6	
	Level 7 Contributor	4	
	Level 8 Contributor	2	
			20

Price Schedule

Present Proposal & Implementation Plan	
Compilation of the module	
Skills transfer plan	
Present Close out report	
Total	

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