



AGRICULTURAL RESEARCH COUNCIL

LANDBOUNAVORSINGSRAAD

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Enquiries/Navrae

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18 October 2024

ATTENTION: TO ALL BIDDERS WHO ATTENDED THE COMPULSORY BRIEFING SESSION

Tender No ARC/28/09/2024: A PANEL OF SERVICE PROVIDERS TO RENDER GENERAL BUILDING MAINTENANCE FOR AGRICULTURAL RESEARCH COUNCIL (ARC) FOR A PERIOD OF FIVE (5) YEARS.

The following corrections are hereby brought to the attention of the prospective bidders.

1. **Phase 3: Functionality Criteria**, please note that bidders will be evaluated using the following criteria:

	Evaluation Criteria	Weighting																
1. Company Experience	Relevant Experience for Training Interventions / Programs.	40																
	<p>Submit – Signed appointment letter / letter of award and reference letters.</p> <ul style="list-style-type: none"> • 5 (Five) completed projects or higher experience = 5 points • 4 (Four) completed projects = 4 points • 3 (three) completed projects = 3 points • 2 (two) completed projects = 2 points • 1 (one) completed project or less experience = 1 point <p>NB: All the above completed projects must be in delivering facilitation, assessment, moderation, verification, and certification within the past 10 years.</p> <p>References must clearly show client name and contact details, project description, duration, and contract value</p>																	
2. Technical Capability (Dedicated Team Competences)	<p>(a) The bidder must provide certified copies of the Training Delivery Team's qualifications to confirm if they're certified for training delivery and assessment (15):</p> <ol style="list-style-type: none"> 1 Facilitator's certificate 2 Assessor's certificate 3 Moderator's certificate <p>The following scoring matrix will be used to evaluate this criterion:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th colspan="2">Qualifications</th> </tr> </thead> <tbody> <tr> <td>The Delivery Team has completed all three key modules for training deliver (Assessor, Facilitator and Moderator Training)</td> <td>15 Points</td> </tr> <tr> <td>The Delivery Team has completed 2 of 3 modules listed above</td> <td>10 Points</td> </tr> <tr> <td>The Delivery Team has completed 1 of 3 modules listed above.</td> <td>5 Points</td> </tr> </tbody> </table> <p>(b) The bidder must provide details of the facilitators to deliver the selected course/s. Facilitators should have experience in delivering the course/s the bidder is bidding for. Recent CV must be attached (15)</p> <p>Note: The following scoring matrix will be used to evaluate this criterion:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th colspan="2">Experience of facilitators</th> </tr> </thead> <tbody> <tr> <td>Three years and more facilitating/delivering courses bidding for</td> <td>15 Points</td> </tr> <tr> <td>1 – 2 years' experience facilitating/delivering courses bidding for</td> <td>10 Points</td> </tr> <tr> <td>Less than 1 year experience facilitating/delivering courses bidding for</td> <td>5 Points</td> </tr> </tbody> </table>	Qualifications		The Delivery Team has completed all three key modules for training deliver (Assessor, Facilitator and Moderator Training)	15 Points	The Delivery Team has completed 2 of 3 modules listed above	10 Points	The Delivery Team has completed 1 of 3 modules listed above.	5 Points	Experience of facilitators		Three years and more facilitating/delivering courses bidding for	15 Points	1 – 2 years' experience facilitating/delivering courses bidding for	10 Points	Less than 1 year experience facilitating/delivering courses bidding for	5 Points	30
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3. Certification	<ul style="list-style-type: none"> • Training providers should have accreditation to issue certificates of competence. 	15																
4. Courseware design & development	<ul style="list-style-type: none"> • Provide ARC with a prospectus or course outline. 	15																

A minimum of 50 points out of a 100 for the Phase 3 stage of functional/ evaluation will qualify the Bid to move on to the Phase 4 stage of evaluation. Failure to meet the required 55 points will result in disqualification, the bidder will not proceed to Phase 4.

Hope you find the above in order.

Yours faithfully

N M l i n d i
Ms. N Mlindi

Supply Chain Accountant

Date:

ACCEPTANCE AND INCORPORATION OF ADDENDUMS

- I/ We accept Addendum No 1 forms part of the tender documents, and we confirm that we have noted the contents of this addendum.
- Have incorporated the amendments and additions contained in this addendum in my /our tender **ARC/25/09/202.**

CONFIRMATION OF RECEIVING ADDENDUM NO.1 AND RECEIVED BY

Company name_____

Name of Representative_____

Signature_____

Date_____

NOTE: The signed confirmation and issued addendum must be submitted along with the bid document

For any clarity feel free to contact the Supply Chain Management Office by email to Mlindin@arc.agric.za

