

## REQUEST FOR QUOTATION (RFP)

<b>RFP REFERENCE NUMBER</b>	<b>RFQ 02-07-2026</b>	
<b>PROJECT NAME/ DESCRIPTION OF GOODS, WORK OR SERVICES</b>	<b>APPOINTMENT OF A SERVICE PROVIDER FOR REGISTERED LEARNERSHIP FOR PWD SERVICES</b>	
<b>BRIEFING SESSION DETAILS</b>	<b>Compulsory</b> (please tick or cross the applicable session)	<b>N/A</b>
	<b>Non-compulsory</b> (please tick or cross the applicable session)	
	<b>Date:</b> <b>Time:</b> <b>Venue/ platform:</b>	
<b>RFQ CLOSING DETAILS</b>	<b>Date: 17 JULY 2026</b> <b>Time: 11h00 a.m.</b> <b>RFQ must be submitted at Email: <a href="mailto:quotation2@cbrta.co.za">quotation2@cbrta.co.za</a></b>	
<b>RFQ VALIDITY PERIOD</b>	60 Working days (Commencing from the official closing date)	
<b>ENQUIRIES</b>	<a href="mailto:Morwamoche.sekhukhune@cbrta.co.za">Morwamoche.sekhukhune@cbrta.co.za</a>	

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CROSS-BOARDER ROAD TRANSPORT AGENCY**

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
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DESCRIPTION	
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**BID RESPONSE DOCUMENTS MAY BE SUBMITTED VIA THE OFFICIAL EMAIL ADDRESS ON THE COVER PAGE**

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<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>	<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>
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CONTACT PERSON	CONTACT PERSON
TELEPHONE NUMBER	TELEPHONE NUMBER
FACSIMILE NUMBER	FACSIMILE NUMBER
E-MAIL ADDRESS	E-MAIL ADDRESS

**SUPPLIER INFORMATION**

NAME OF BIDDER		
POSTAL ADDRESS		
STREET ADDRESS		
TELEPHONE NUMBER	CODE	NUMBER
CELLPHONE NUMBER		
FACSIMILE NUMBER	CODE	NUMBER
E-MAIL ADDRESS		
VAT REGISTRATION NUMBER		

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>	

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."	

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

<b>Signature of bidder:</b>	
<b>Capacity Under Which This Bid Is Signed: (Proof of authority must be submitted e.g. company resolution)</b>	
<b>Date:</b>	

## **1. Introduction to C-BRTA**

- 1.1. The Cross-Border Road Transport Agency (C-BRTA) is PFMA Schedule 3A Agency established through the Cross-Border Road Transport Act 4 of 1998 and provides advice, regulation, facilitation and law enforcement in respect of commercial cross border road transportation. The Act gives the C-BRTA mandate to licence commercial cross border road transport operators by issuing permits to operate. The provision of cross-border transport services in South Africa is subject to the provisions of the Cross-Border Road Transport Act. In terms of the Act, any person or organisation wishing to provide cross-border transport services must apply to the Cross-Border Road Transport Agency's Regulatory Committee for a Permit to conduct cross-border business.
- 1.2. The Cross-Border Road Transport Agency's (C-BRTA) thus exists, amongst others, to improve the flow of passengers and freight road transport in the region, introduce regulated competition in cross-border road transport, reduce operational constraints for the cross-border road transport industry, provide oversight and monitoring functions, and to improve the unimpeded transport flow by road of freight and passengers.

## **2. General rules and instructions**

- 2.1. Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, C-BRTA and its Client.
- 2.2. Bidders must be registered on the Central Supplier Database (CSD) to be able to conduct business with C-BRTA.
- 2.3. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform C-BRTA within three (3) days after the publication of the RFQ.
- 2.4. Bidders will be given seven (7) days to correct their non-tax compliance and three (3) days to fully disclose any information on the Standard Bidding Documents, failure such bidders will be disqualified.
- 2.5. This RFQ is subject to Government Procurement: General Contract Conditions – July 2011, Special Contract Conditions and any other contract conditions to be finalised during contracting.

**3. Instructions for submitting bids**

- 3.1. Bidders should submit their bid responses strictly to the email address on the covering page. Bid responses received outside this email address will NOT be considered.
- 3.2. Bid responses will NOT be considered if submitted after the closing date and time.

**4. RFQ Returnable**

- 4.1. Bidders shall submit response in accordance with the response format below. Failure to do so shall result in the rejection of the bidder’s RFQ response.

**4.2. Schedule Index:**

- Schedule 1: Completed and signed SBD 1
- Schedule 2: Central Supplier Database (CSD) Registration Report
- Schedule 3: Bidder’s Tax Compliance System PIN
- Schedule 4: Sworn Affidavit or valid B-BBBEE Certificate
- Schedule 5: Completed and signed SBD 4 – Bidder’s Disclosure
- Schedule 6: Bidder’s Disclosure Annexure A
- Schedule 7: Completed and signed SBD 6.1 – Preference Points Claim
- Schedule 8: Price quotation on a company letterhead

**4.3. Evaluation Criteria for this RFQ**

The RFQ will be evaluated using the 80/20 preference points system in terms of the Preferential Procurement Regulations 2022. The following three (3) steps will be followed to evaluate this RFQ:

- a). Mandatory Compliance
- b). Price & Specific Goals and
- c). Administrative Compliance).

**4.3.1. Mandatory compliance**

<b>Documents that must be submitted</b>	<b>Non-submission of any of the mandatory items against shall result to immediate disqualification.</b>
Compliance	The bidder must comply to the requirements of the specification/ terms of reference
Pricing Schedule	Submit full details of the pricing proposal

#### 4.3.2. Price and Specific goals (80/20)

Criteria
$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

The following formula will be used to calculate the points for price

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

The detailed specific goals requirements of this RFQ are contained in the Standard Bidding Document (SBD 6.1).

#### 4.3.3. Specific Goals

Specific goals for the tender and points claimed are indicated per the table below.

*Note to tenderers: Bidders must indicate how they claim points for each preference point system. Thus, tenderers are required to indicate number of points in line with their B-BBEE Status Level and Ownership.*

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Means of verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
A	BBBEE Level 1 – 4	10	BBBEE or Sworn affidavit submitted with the bid	
B	Women owned Enterprises	5	Central Supplier Database	
C	Enterprises owned by disabled people	5	Medical report	
D	<b>Total point claimed</b>	<b>D= A + B + C</b>		

#### 4.3.4. Administrative Compliance

<b>Documents that must be submitted</b>		
<b>Invitation to Bid – SBD 1</b>	Complete and sign the supplied pro forma document	<b>NO</b>
<b>Tax Status</b>	Submit proof of Central Supplier Database report.	<b>NO</b>
<b>Bidders Disclosure Form – SBD4</b>	Complete and sign the supplied pro forma document	<b>NO</b>
<b>Preference Point Claim Form – SBD 6.1</b>	Non-submission will lead to a zero (0) score on Specific goals	<b>NO</b>

### 5. Terms of Reference/ specifications

#### 5.1 PURPOSE OF THE SUBMISSION

**5.1.1** The purpose of these Terms of Reference (“ToR”) is to appoint a service provider to design, register, implement, manage, and report on a Sector Education and Training Authority (“SETA”) / Quality Council for Trades and Occupations (“QCTO”)-accredited learnership programme for Persons with Disabilities (“PWD”). The assignment includes end-to-end programme administration, learner support, workplace placement, and stakeholder engagement over a period of three (3) years for the Cross-Border Road Transport Agency (“C-BRTA”)

#### 5.2 BACKGROUND

**5.2.1** C-BRTA is committed to advancing skills development, youth employment, and inclusive economic participation, with on the inclusion of PWD. In line with national transformation objectives, Employment Equity (“EE”) requirements, and relevant Skills Development legislation, C-BRTA seeks to appoint a suitably qualified service provider to implement a fully managed learnership programme for PWD.

The programme must be aligned to relevant SETA (TETA or any other SETA with MoU to fulfil the C-BRTA’s objectives) and/or QCTO occupational qualifications frameworks and must ensure compliance with all legislatives, reporting, and quality assurance requirements.

Engaging a specialised service provider to administer and support this process would further enhance effectiveness by bringing dedicated expertise in disability inclusion, streamlined recruitment and placement processes (including the possibility of off-site placement), improved accessibility assessments, and structured workplace readiness programmes. It would also reduce the administrative burden on internal teams, ensure more consistent compliance reporting, and improve the quality of candidate sourcing and matching.

### **5.3 SCOPE OF WORK AND OUTPUTS**

**The appointed service provider will be responsible for the end-to-end implementation and management of a SETA/QCTO-registered learnership programme for PWD, including the following:**

Design and planning of the learnership programme in collaboration with C-BRTA, including selection of an appropriate accredited qualification aligned to sector skills needs;

Development of a full implementation plan, including timelines, governance structures, risk management, and resource requirements;

Registration and accreditation of the learnership with the relevant SETA/QCTO, including all required approvals and documentation;

Recruitment, screening, and onboarding of PWD through inclusive and accessible processes;

Verification of learner eligibility, including disability confirmation where required, and compliance with EE requirements (including EEA1 forms and medical certificates confirming disabilities);

Registration of all learners with the relevant SETA/QCTO before commencement of training;

Placement of learners in suitable, safe, and accessible workplaces or within C-BRTA, including management of host employer agreements;

Ensuring workplace readiness, accessibility compliance, and reasonable accommodation for all learners at C-BRTA and potential off premise site;

Delivery and/or coordination of both theoretical and workplace-based learning in line with the approved curriculum;

Appointment and management of accredited facilitators, assessors, and moderators registered with the relevant SETA/QCTO;

Provision of accessible learning materials and adaptive training methodologies for learners with diverse disabilities;

Ongoing learner support, including mentorship, coaching, case management, attendance tracking, and performance monitoring;

Provision of psychosocial support referrals and reasonable accommodation interventions where required;

Management of all assessment, moderation, and certification processes in line with SETA/QCTO requirements;

Compilation and submission of learner Portfolios of Evidence (“POE”) and coordination of external verification processes;

Ensuring full compliance with all relevant legislation, including the Skills Development Act, Employment Equity Act, Protection of Personal Information (“POPIA”), and Occupational Health and Safety (“OHS”) requirements;

Submission of a final completion report detailing learner outcomes, certification results, and programme impact;

Support for learner exit and transition, including employability preparation, CV development, interview readiness, and job placement support where possible.

## **6 PROCUREMENT POLICIES, PROCEDURES AND APPOINTMENT OF PANEL MEMBERS**

- 6.1** The general conditions of tender and contract will apply to this tender.
- 6.2** The minimum of one (1) bidder who scored the highest points on price/ rate and specific goals will be appointed to form part of this panel.
- 6.3** The C-BRTA shall appoint the top bidder who scored the highest points in price and specific goals.
- 6.4** The procurement of the service provider(s) for the implementation of the SETA/QCTO Learnership Programme for PWD shall be conducted in accordance with applicable legislative and regulatory frameworks, including the applicable Supply Chain Management (“SCM”) Policy of the Agency, the Preferential Procurement Policy Framework Act (“PPPFA”), relevant Treasury Regulations, and any other applicable public sector procurement prescripts.

- 6.5** The procurement process will be fair, transparent, competitive, and equitable, and will ensure value for money while promoting transformation objectives, including the advancement of PWD-focused service providers where possible.

**7 TRANSFER OF SKILLS**

- 7.1** The successful service provider/s shall commit to the transfer of skills to the Human Resource (“HR”) Unit staff based on a jointly developed, adopted, and implemented programme.

**8 TIMING AND ALLOCATION OF ASSIGNMENT**

**The SETA/QCTO Learnership Programme for PWD will be implemented over 24 months, aligned to the duration and requirements of the selected accredited occupational qualification and its workplace learning components.**

Inception and Planning Phase (Months 1–2)

Recruitment and Registration Phase (Months 1–4)

Training and Workplace Implementation Phase (Months 2–22)

Assessment and Certification Phase (Months 20–24)

Monitoring, Evaluation and Reporting (Months 1–24)

Exit and Closure Phase (Months 23–24)

**Transition and Contract Close-Out Phase (Months 25–36)**

Completion of all outstanding administrative, contractual, and compliance requirements.

Submission of final project reports, learner records, and supporting evidence.

Facilitation of project close-out meetings with the Employer, SETA/QCTO, and other stakeholders.

Conducting post-programme learner tracking and impact assessment activities, where required.

Preparation and submission of final audit and financial reconciliation documentation.

Knowledge transfer and handover of all project documentation, systems, records, and stakeholder engagements.

Development and implementation of a transition plan to ensure continuity of programme activities.

**Recruitment and Readiness for New Cohort (Months 31–36) – Subject to Approval**

Updating recruitment, screening, and selection strategies.

Preparing registration and onboarding processes for the subsequent intake.

Supporting the Employer with transition and handover activities should the appointed service provider not be re-appointed.

Contract closure and sign-off by all relevant parties.

## **9. DELIVERABLE AND REPORTING**

### **The service provider will be required to deliver the following outputs:**

Accredited and SETA/QCTO-registered learnership programme aligned to an approved occupational qualification.

Fully recruited, screened, and registered cohort of PWD learners.

Signed learner contracts and complete SETA/QCTO registration records for all learners.

Workplace placement agreements secured with suitable, accessible, and compliant host employers (or internal placement within the Agency where applicable).

Implemented workplace readiness and reasonable accommodation measures for all learners.

Delivery of structured theoretical and workplace-based training in line with the approved curriculum.

Appointed and active team of accredited facilitators, assessors, and moderators registered with the relevant SETA/QCTO.

Accessible training materials and inclusive learning support tools developed and deployed.

Ongoing learner support services including mentorship, coaching, monitoring, and case management.

Disability awareness and inclusion training sessions delivered to the C-BRTA and/or potential off premise host employers.

Regular monitoring, evaluation, and reporting reports (monthly and quarterly).

Complete learner POE submitted in line with assessment requirements.

Successful coordination of assessment, moderation, and external verification processes.

Compliance with all statutory requirements including Skills Development Act, EE Act, POPIA, and OHS regulations.

Final programme completion reports detailing learner progress, certification outcomes, and overall programme impact.

Certification support ensuring the successful issuance of SETA/QCTO qualifications to competent learners.

Exit and transition support report, including employability outcomes and post-learnership placement where applicable.

### **CONTINUITY AND PROFILE OF PERSONNEL ON THE PROJECT**

The service provider must ensure continuity of service delivery and stability of the project team throughout the duration of the learnership programme. Any changes to key personnel must be communicated to C-BRTA in advance and approved where necessary, to avoid disruption to programme implementation, learner support, and compliance obligations.

The service provider must assign a dedicated, consistent, and suitably qualified project team for the full duration of the programme, ensuring that personnel have relevant experience in SETA/QCTO learnership implementation, disability inclusion, and skills development administration.

### **FUNCTIONALITY CRITERIA**

The bids will be evaluated using the 80/20 preference points system in terms of the Preferential Procurement Regulations 2022. The following four (4) steps will be followed to evaluate this bid (Mandatory Compliance, Functionality, Price, and Specific Goals and Administrative Compliance).

## STEP 1: MANDATORY COMPLIANCE

Documents that must be submitted	Non-submission of any of the mandatory items against shall result to immediate disqualification.
<p><b>Team registration with a professional body</b></p>	<p>The <b>Director, Manager/ Founder</b> must submit proof of registration with either of the following bodies:</p> <ul style="list-style-type: none"> <li>i. Company profile and relevant experience in learnerships/skills development for PWD</li> <li>ii. Detailed methodology/implementation plan</li> <li>iii. Proof of previous SETA/QCTO learnership implementation (reference letters/contracts)</li> <li>iv. CVs of key personnel (Project Manager, Facilitators, Assessors, Moderators, etc.)</li> <li>v. Certified professional registrations (SETA/QCTO accreditation where applicable)</li> <li>vi. Evidence of disability inclusion experience or programmes implemented.</li> <li>vii. Monitoring, Evaluation and Reporting framework</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>i. <b>Project Manager / Programme Director:</b> Degree in Project Management / Education / Human Resources / Development Studies (NQF 5 or higher preferred)</li> <li>ii. <b>Facilitators:</b> Relevant occupational qualification or subject matter qualification aligned to the learnership, plus facilitation certificate (ETDP SETA or equivalent)</li> <li>iii. <b>Assessors:</b> Registered assessor with relevant SETA/QCTO, occupational qualification at least one level above the learnership</li> <li>iv. <b>Moderators:</b> Registered moderator with relevant SETA/QCTO</li> </ul> <p><b>NB: Foreign qualifications must be accompanied by SAQA verification/ evaluation report, failure the bidder will be disqualified.</b></p>
<p><b>Insurance</b></p>	<p><b>N/A</b></p>

<b>Documents that must be submitted</b>	<b>Non-submission of any of the mandatory items against shall result to immediate disqualification.</b>
<b>Pricing Schedule</b>	Submit full details of the pricing proposal

## STEP 2: FUNCTIONALITY EVALUATION

Any proposed bid which does not meet a minimum threshold of **70 points** out of **100 points** will not be considered for further evaluation.

The following criteria and weights shall apply when considering bids:

Criteria	Points
<p><b>1. Bidders Track record/ Experience.</b></p> <p>1.1. To demonstrate the bidder's experience in SETA/QCTO-accredited learnership programmes and/or Persons with Disabilities (PWD) skills development programmes, the bidder must submit valid reference letters issued on official company letterhead.</p> <p>i. Non-submission/ irrelevant reference letter(s) = <b>0 points</b></p> <p>ii. 1 reference letters = <b>5 points</b></p> <p>iii. 2 reference letters = <b>10 points</b></p> <p>iv. 3 reference letters = <b>15 points</b></p> <p>v. 4 or more reference letters = <b>20 points</b></p>	<b>20</b>
<p><b>2. Team capacity and capability</b></p> <p><b>2.1. Partner/ Director</b></p> <p>2.1.1. The bidder must demonstrate:</p> <p>2.1.1.1. Proven experience in SETA/QCTO-accredited learnerships</p> <p>2.1.1.2. Experience working with PWD.</p> <p>2.1.1.3. Capacity to manage large-scale training programmes.</p> <p>2.1.1.4. Access to qualified trainers, assessors, and moderators</p> <p>2.1.1.5. Ability to secure workplace placements</p> <p>i. 0–2 projects / irrelevant experience in PWD or learnership management = <b>0 points</b></p> <p>ii. 3–4 projects in PWD or learnership programme management = <b>5 points</b></p> <p>iii. 5–7 projects in PWD or learnership programme management = <b>10 points</b></p>	<b>50</b>

Criteria	Points
<p>iv. More than 7 projects in PWD or learnership programme management = <b>15 points</b></p> <p><b>2.2. Experience of the Director/ Project Manager / Programme Director</b></p> <p>2.2.1. The bidder must demonstrate proven experience in the successful implementation of SETA/QCTO-registered learnership programmes for PWD, including end-to-end management of learner recruitment, registration, training delivery, workplace placement, assessment, and certification processes. Evidence of prior work with PWD in skills development or employment initiatives is required, together with a strong track record of learner completion and certification rates.</p> <p>2.2.2. The bidder must show experience in managing workplace-based learning, stakeholder coordination with SETAs and host employers, and compliance with relevant quality assurance standards. Previous project references, including contactable clients, must be provided to verify performance, along with demonstrated ability to deliver programmes within scope, budget, and timelines while maintaining effective monitoring, evaluation, and reporting system.</p> <p>i. No experience or irrelevant experience in PWD project management = <b>0 points</b></p> <p>ii. Limited experience (1–2 projects) in managing PWD-related programmes = <b>5 points</b></p> <p>iii. Moderate experience (3–5 projects) in managing PWD-related programmes = <b>10 points</b></p> <p>iv. Extensive experience (more than 5 projects) in managing PWD-related programmes = <b>15 points</b></p> <p><b>2.3. Experience of Project Coordinator / Specialist (or Equivalent Resource)</b></p> <p>2.3.1. The bidder must allocate a suitably qualified resource with relevant experience in learnership and skills development programme coordination. The bidder must submit a CV of the assigned resource with a minimum of <b>three (3)</b> years' experience in programme coordination or implementation for evaluation.</p> <p>i. 0–2 years of relevant experience or irrelevant experience = <b>0 points</b></p> <p>ii. 3–5 years of experience in learnership / skills development coordination = <b>5 points</b></p>	

Criteria	Points
<ul style="list-style-type: none"> <li>iii. 6–9 years of experience in learnership / skills development coordination = <b>10 points</b></li> <li>iv. 10 or more years of experience in learnership / skills development coordination = <b>20 points</b></li> </ul>	
<p><b>3. Project Execution Plan.</b></p> <p><b>3.1.</b> The bidder must submit a detailed project execution plan outlining the processes, methodologies, tools, templates, and approaches to be used in implementing the learnership programme for PWD. The plan must clearly demonstrate how the project will be delivered effectively, monitored, and controlled to ensure successful outcomes. The execution plan must address the following:</p> <ul style="list-style-type: none"> <li>i. The bidder must explain how project risks, challenges, or any impediments to implementation will be identified, managed, and mitigated throughout the project lifecycle = <b>10 points</b></li> <li>ii. The bidder must describe how confidentiality and the protection of personal information will be ensured in line with the POPIA, 2013 (Act No. 4 of 2013), including learner records, stakeholder data, and all sensitive programme information = <b>10 points</b></li> <li>iii. The bidder must describe the methodology and approach to ensure timely and effective response to urgent programme requirements, including learner-related issues, workplace placement challenges, and stakeholder escalations = <b>10 points</b></li> </ul>	<b>30</b>
<b>Total Points</b>	<b>100</b>

### STEP 3: PRICE AND SPECIFIC GOALS (80+20)

Only Bidders that have met the 70 points thresholds will be evaluated for price and Specific goals. Price and Specific goals will be evaluated as follows:

- i. In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on the bid price (maximum 80 points) and Specific goals evaluation (maximum 20 points)

**Price Evaluation (80 Points)**

Criteria	Points
Price Evaluation $P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

**Specific Goals (20 Points)**

Specific goals Points allocation

A maximum of 20 points may be allocated to a bidder for specific goals in accordance with the table below:

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Means of verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
A	BBBEE Level 1 - 4	10	BBBEE or Sworn affidavit submitted with the bid	
B	100% Women owned Enterprises	5	Central Supplier Database	
C	Enterprises owned by Disable people	5	Medical report	
<b>D</b>	<b>Total point claimed</b>	<b>D= A + B + C</b>		

#### STEP 4: ADMINISTRATIVE COMPLIANCE:

Documents that must be submitted	Non-submission of any of the items against which a YES is denoted shall result to immediate disqualification	
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	<b>NO</b>
Tax Status	Submit proof of Central Supplier Database report. <b>NB:</b> The bidder will be given <b>Seven (7) days</b> to correct tax non-compliance prior award; failure will result to a disqualification.	<b>NO</b>
Bidders Disclosure Form – SBD 4	Complete and sign the supplied pro forma document	<b>NO</b>
Preference Point Claim Form– SBD 6.1	Non-submission will lead to a zero (0) score on Specific goals	<b>NO</b>
Non-compulsory briefing session	The briefing session will be held as follows:  Date:  Time:	<b>NO</b>

Documents that must be submitted	Non-submission of any of the items against which a YES is denoted shall result to immediate disqualification	
	Platform: Microsoft teams Link:	
<b>Document submission</b>	The bidder must submit the bid proposal using two methods:  a) Hard copies must be physically submitted at the C-BRTA tender box.  b) USB must be submitted together with the physical/ hard copy.	

**NB:** The bidder will be given **three (3) days** to fully complete their SBD forms prior award, failure to comply will result in a disqualification.

#### **CONDITIONS OF THIS BID**

##### **C-BRTA reserves the right:**

To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)

To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).

To accept part of a tender rather than the whole tender.

To carry out site inspections, product evaluations, or explanatory meetings to verify the nature and quality of the services/products offered by the bidder(s), whether before or after adjudication of the Bid.

To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.

To cancel and/or terminate the tender process at any stage, including after the closing date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of status as such.

**6.1.** To request the bidder to submit proof of insurance (insurance certificate/schedule) to

the value of the products/ goods that are required before a purchase order is issued.

## **ALLOCATION OF WORK BETWEEN BIDDERS**

The C-BRTA will follow the following process to place a Purchase Order (PO) with the appointed service provider:

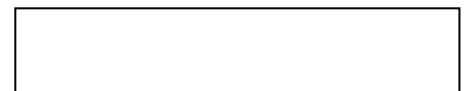
The first bidder who scored the highest points in the prize and specific goals will first be approached by submitting a Terms of Reference (ToR) of the planned assignment or project.

The bidder must confirm their availability/ non availability to execute the assignment in writing and provide a quotation within three (3) days.

The quotation must be accepted by the relevant C-BRTA project manager and forwarded to Supply Chain Management for Purchase Order generation.

The formal Purchase Order must be placed within five (5) working days from receiving the written detailed quotation from the service provider.

The next available assignment will be allocated to the second bidder by following the process described in paragraph 11.1 to 11.4 then the third, fourth and last bidder. The process will continue to repeat throughout the duration of the contract.



**PRICING SCHEDULE FOR HOURLY RATES**

**TABLE 1: YEAR 1**

No.	Item	Unit of measure	Quantity	Hourly rate (excluding VAT)	Hourly rate (including VAT)
1	Director/ Partner	Each	1	R	R
2	Director / Senior Programme Manager / Project Manager	Each	1	R	R
3	Director / Senior Programme Manager / Project Manager	Each	1	R	R
4	Travel costs (rate per kilometre) *	Each	1	R	R
5	Other (specify):	Each	1	R	R
<b>TOTAL</b>					

**TABLE 2: YEAR 2**

No.	Item	Unit of measure	Quantity	Hourly rate (excluding VAT)	Hourly rate (including VAT)
1	Director/ Partner	Each	1	R	R



No.	Item	Unit of measure	Quantity	Hourly rate (excluding VAT)	Hourly rate (including VAT)
2	Director / Senior Programme Manager / Project Manager	Each	1	R	R
3	Director / Senior Programme Manager / Project Manager	Each	1	R	R
4	Travel costs (rate per kilometre) *	Each	1	R	R
5	Other (specify):	Each	1	R	R
<b>TOTAL</b>					

**TABLE 3: YEAR 3**

No.	Item	Unit of measure	Quantity	Hourly rate (excluding VAT)	Hourly rate (including VAT)
1	Director/ Partner	Each	1	R	R
2	Director / Senior Programme Manager / Project Manager	Each	1	R	R
3	Director / Senior Programme Manager / Project Manager	Each	1	R	R



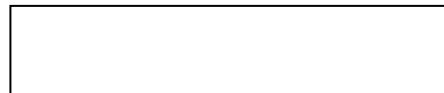
No.	Item	Unit of measure	Quantity	Hourly rate (excluding VAT)	Hourly rate (including VAT)
4	Travel costs (rate per kilometre) *	Each	1	R	R
5	Other (specify):	Each	1	R	R
<b>TOTAL</b>					

**TABLE 4 GRAND TOTAL**

No.	Description	Amount
1	<b>GRAND TOTAL INCLUDING ALL APPLICABLE TAXES FOR YEAR 1 + YEAR 2 + YEAR 3</b>	R

**NB: The total cost specified on table 4 of the pricing schedule will be used for evaluation purposes.**

**PRICING SCHEDULE FOR DAILY RATES**



**TABLE 1: YEAR 1**

No.	Item	Unit of measure	Quantity	Daily rate (excluding VAT)	Daily rate (including VAT)
1	Director/ Partner	Each	1	R	R
2	Director / Senior Programme Manager / Project Manager	Each	1	R	R
3	Director / Senior Programme Manager / Project Manager	Each	1	R	R
4	Travel costs (rate per kilometre) *	Each	1	R	R
5	Other (specify):	Each	1	R	R
<b>TOTAL</b>					

**TABLE 2: YEAR 2**

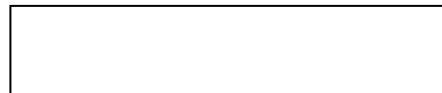
No.	Item	Unit of measure	Quantity	Daily rate (excluding VAT)	Daily rate (including VAT)
1	Director/ Partner	Each	1	R	R
2	Director / Senior Programme Manager / Project Manager	Each	1	R	R



No.	Item	Unit of measure	Quantity	Daily rate (excluding VAT)	Daily rate (including VAT)
3	Director / Senior Programme Manager / Project Manager	Each	1	R	R
4	Travel costs (rate per kilometre) *	Each	1	R	R
5	Other (specify):	Each	1	R	R
<b>TOTAL</b>					

**TABLE 3: YEAR 3**

No.	Item	Unit of measure	Quantity	Daily rate (excluding VAT)	Daily rate (including VAT)
1	Director/ Partner	Each	1	R	R
2	Director / Senior Programme Manager / Project Manager	Each	1	R	R
3	Director / Senior Programme Manager / Project Manager	Each	1	R	R
4	Travel costs (rate per kilometre) *	Each	1	R	R
5	Other (specify):	Each	1	R	R



No.	Item	Unit of measure	Quantity	Daily rate (excluding VAT)	Daily rate (including VAT)
<b>TOTAL</b>					



## PRICING SCHEDULE – FIRM PRICES

<b>Name of bidder:</b>	<b>RFQ No:</b>
<b>Closing Time: 11:00</b>	<b>Closing date:</b>

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF RFQ.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE (VAT EXCL.)	Total PRICE (VAT EXCL.)
1.	Human Resource strategy	1		
<b>Value Added Tax (VAT) at 15%</b>				
<b>Total RFQ Price (VAT Inclusive)</b>				

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
 .....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:  
 .....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



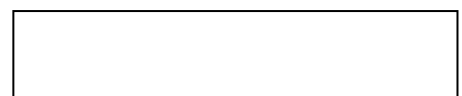
### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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<sup>2</sup> 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.



3.6.1 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



#### **Annexure A – bidders Disclosure form as per section 2.3 of SBD 4**

Bidders are requested to declare all enterprises/ companies any of its directors/ trustees/ shareholders/members/ partners have interest in, the enterprises/companies disclosed must be equal or more than those disclosed on the Central Supplier Database (CSD) report.



## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Points for specific goals for this tender will be allocated on the basis B-BBEE Status Level as shown in Table 1 below.

1.6 In order to claim points for specific goals, bidders must submit B-BBEE Certificate and/or sworn affidavit, as the case may be.

1.7 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.8 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration

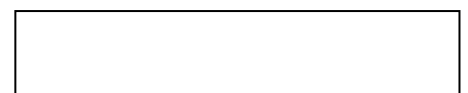
$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:



80/20

or

90/10

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>max</sub> = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system. Thus, tenderers are required to indicate number of points in line with their B-BBEE Status Level and Ownership**

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Means of verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
A	BBBEE Level 1 – 4	10	BBBEE or Sworn affidavit submitted with the bid	
B	Women owned Enterprises	5	Central Supplier Database	



C	Enterprises owned by disabled people	5	Medical report	
D	<b>Total point claimed</b>	<b>D= A + B + C</b>		

**5. SUBMISSIONS BY CONSORTIUMS AND JOINT VENTURES**

5.1 If a submission is made by a consortium or Joint Venture, the points claimed for ownership must be detailed separately on an attachment showing the following:

- The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by C-BRTA
- The percentage ownership by race category of each JV member or consortium member in each of the specific goals relevant to this bid.
- The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for the race category, multiplied by the percentage ownership in the relevant specific goal.

**6. DECLARATION WITH REGARD TO COMPANY/FIRM**

6.1. Name of company/firm.....

6.2. Company registration number: .....

6.3. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

6.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –



- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

