EASTERN CAPE
LIQUOR BOARD

SPECIFICATION

FOR

PROVISION OF EMPLOYMENT EQUITY TRAINING

ECLB - 000/2025-26

FOR THE EASTERN CAPE LIQUOR BOARD

DATE OF ISSUE: 04 AUGUST 2025

CLOSING DATE: 11 AUGUST 2025

1. PURPOSE

The purpose of the specification is to invite potential qualified and experienced service providers to submit quotations for the provision of Physical Session in Employment Equity training for ten (10) ECLB Employment Equity Committee Members. The training duration will be Two (2) days, and the cost of the training will be covered by ECLB Corporate Services.

2. BACKGROUND

2.1 The Eastern Cape Liquor Board is a statutory entity established in terms of the Eastern Cape Liquor Act 10 of 2003. Its mandate is to regulate the registration of retail sales and micro-manufacturing of liquor and support the industry in the management and reduction of negative socio-economic impacts caused by the alcohol abuse and to promote new entrants into the industry.

2.2 The objective of this training is to equip the Employment Equity Committee with the knowledge and skills necessary to promote diversity, equity, and inclusion in the workplace.

2.3 To understand the Employment Equity Act and its requirements.

2.4 Assist the ECLB to develop the Employment Equity Plan aligned to the relevant sector targets.

2.5 The committee should also facilitate consultations with employees on equity matters and provide recommendations to management on relevant issues.

3. KEY DELIVERABLES

- A detailed proposal of the training that will be conducted, including the course outline, duration, methodology, etc
- Certificate of attendance
- The service provider must provide a course outline of how the following areas will be covered in the modules:
    - Employment Equity members understand their roles and responsibilities.
    - Committee members can contribute to analysis workforce demographics and identify areas for improvement.
    - Committee members can contribute to development and monitoring of employment equity plans.
    - Committee members can promote diversity, equity and inclusion in the workplace.
    - Assist the ECLB with development of the EE plan in line with the new sector targets.

- Review the Employment Equity Plan to ensure it remains relevant, effective, and aligned with the ECLB goals and objectives.
- Advise the organisation on crucial issues for compliance with the Amended Employment Equity Act and Regulations, to avoid penalties and reputational damage.

4. COMPULSORY TERMS AND CONDITIONS

4.1 The costs/pricing must include all costs as detailed in item 4 above and VAT (no hidden costs will be accepted) inclusive of production and setup costs.

4.2 All prices shall be quoted in South African currency inclusive of VAT and will hold good for 90 days (validity period of bids).

4.3 Failure to provide the information above will result in the quote not being considered.

5. OTHER TERMS AND CONDITIONS

5.1 The ECLB reserves the right not to make any appointment from the submitted quotations.

5.2 The ECLB does not bind itself to accept the quotation with the cheapest cost.

5.3 Th ECLB reserves the right to cancel this request for quotation and pursue an alternative course of action at any time without incurring any liability towards any bidder.

5.4 Prospective service providers are advised that submission of quotation give rise to no contractual obligations on the part of ECLB.

5.5 Service Providers must be registered with the National Treasury Central Supplier Database. Tax compliance PIN CODE from the SARS is required and should be provided by the service provider.

5.6 All quotations shall become the property of ECLB and shall not be returned.

5.7 No services shall be rendered, or goods delivered before an official ECLB Purchase Order form has been received.

5.8 Quotations may be submitted by email or hand delivered.

5.9 Quotations received after the specified time and date will not be considered and accepted.

5.10 Quotations submitted shall become the property of ECLB and shall not be returned.

5.11 The ECLB may request written clarification or further information regarding any aspect of the quotation submitted. Service providers must supply such requested information in writing within the stipulated timeframe after the request has been made, or their quotation may be disqualified.

5.12 Service providers shall not qualify their quotations with their own conditions. If a service provider does not specifically withdraw its own conditions of quotation when called upon to do so, the quotation response will be declared invalid.

5.13 **N.B: Completion of the returnable forms below is mandatory and failure to do so will render the quotation invalid. This form must be completed in full on the original and must be signed.**

I. SBD 4: Declaration of interest

II. SBD 6.1 Specific goals

5.14 **Pricing: 80/20**

Price must be in South African currency and must be inclusive of VAT. Prospective service providers are further requested to indicate their price in all elements listed in their pricing schedule (**no hidden costs/ unknown costs will be accepted**). Price will be evaluated based on 80 points and applicable formula for calculating points.

6. EVALUATION CRITERIA

STAGE 1 – FUNCTIONALITY

Functionality will be assessed against the criteria and weightings specified below:

Aspect	Functionality Assessment	Maximum Points/ Weight
Experience & credentials (proven track record in Ethics Management)	Bidders experience in successfully providing Employment Equity training: • 5 or more training sessions conducted (25) • 4 training sessions conducted (20) • 3 or less training sessions conducted (15) **NB:** Reference letters with the clear training provided, duration of the trainings and contactable references are to be attached/provided to claim points.	**25**
	Trainers' experience (not older than 5 years) with proven experience in Employment Equity training: • 3 or more trainings facilitated = 15 points • 2 trainings facilitated = 10 points • 1 training facilitated = 5 points NB: A detailed resume breakdown that includes trainers experience and not older than 5 years to be attached/provided to claim points.	**15**

Project Plan & Training Methodology	A clear training proposal outlining: • Detailed and structured day-to-day training plan with clear course outcomes (25) • Clearly defined methodology (15)	**40**
Company Accreditation	Valid certificate of Accreditation or registration for the service provider by QCTO or SETA	**20**
Total		**100**

NB: Service providers must provide sufficient proof/documents to justify awarding of the points above and such proof should include details of contactable references to evaluation criteria above.

Bidders who obtain 70 points and above out of 100 for functionality (Stage 1) will qualify for evaluation in terms of price and Specific goals in stage 2. All points scored by qualifying bidders in stage 1 will not be taken into consideration in stage.

The evaluation criteria will use 80/20 Principles, where the points are formed by Price and the Specific Goals, Price is 80 points, and the Specific goals is 20 points. NB: SBD 6.1 must be used in order to claim points. Additional information i.e., Medical Certificate, CSD information based on ownership of the enterprise and other related information of ownership submitted will be an added advantage. However, additional relevant information may be requested for further verification in the evaluation process.

Table: Specific Goals

Specific goals categories are broken down as detailed below:

Specific Goal Category	Allocation of Points 20
Black Ownership: *Enterprise Owned by Black Persons i.e., Africans, Coloured, Indians, and Others as defined by the Constitution of South Africa*	
▪ 51% or more Black owned enterprises	8
▪ 50% - 10% Black ownership	4
▪ Less than 10% Black ownership	0
Women Ownership	
▪ 51% or more Women Ownership	3
▪ 50%- 10% Women Ownership	1.5
▪ Less than 10% Women Ownership	0
Youth ownership	
▪ 51% or more Youth ownership	3
▪ 50%- 10% Youth ownership	1.5
▪ Less than 10% Youth ownership	0

Disability ▪ 51% or more Disability ownership ▪ 50%- 10% Disability ownership ▪ Less than 10 % Disability ownership	 2 1 0
Locality Enterprise located in the Eastern Cape Province or Enterprise located in the area where goods are required	2
SMME/ EME SMME constitutes turnover less than 50 million per annum. EME an enterprise that has an enterprise that has a turnover of no more than 10 million per Annum.	2
Total	**20**

7. PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 DISCLAIMER

7.1 By providing a quote or bid and/or related documentation to the ECLB, the bidder/quoter consents to the processing of it's Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the procurement purpose, including but not limited to the evaluation, adjudication, and appointment of a successful bidder/quoter. The submitted information may also be utilized for any audit and/or legislative reporting purposes.

7.2 Where applicable, the bidder/quoter warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for the bid /quotation. In addition, the bidder/quoter consents that ECLB to

7.2.1 Verify any personal information with the National Treasury CSD website, including verification of references.

7.2.2 Verify any other regulatory/ industry or any accredited/certification bodies.

7.3 At any stage should the bidder/quoter wish to withdraw its consent as detailed hereabove, it must do so in writing and address such notification to the Senior Manager of Corporate Services. The personal information collected for the purpose of this bid/quotation will be retained for the time period after the finalization of the procurement process in accordance with the ECLB Records Retention Policy and POPIA Policy.

SUBMISSION OF QUOTATIONS

Quotations should be emailed:

Surname & Name	Telephone	Email Address
Mr. Gaqisa Mandla	043 492 0488	Mandla.Gaqisa@eclb.co.za
Mr. Kwinana Masixole	043 492 0450	Masixole.Kwinana@eclb.co.za

CLOSING DATE: 11 AUGUST 2025

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 interest1 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

1 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.

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:

.....

.....

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 consortium2 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

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2 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.

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.

3.6 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

EASTERN CAPE LIQUOR BOARD

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

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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

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) 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 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.5 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.

1.6 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:

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	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

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	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 organs of state: 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Ownership: *Enterprise Owned by Black Persons i.e., Africans, Coloured, Indians, and Others as defined by the Constitution of South Africa* ▪ 51% or more Black owned enterprises ▪ 50%- 10% Black ownership ▪ Less than 10% Black Ownership	 8 4 0	
Women Ownership ▪ 51% or more Women Ownership ▪ 50%- 10% Women Ownership ▪ Less than 10% Women Ownership	 3 1.5 0	
Youth Ownership ▪ 51% or more Youth Ownership ▪ 50%- 10% Youth Ownership ▪ Less than 10% Youth Ownership	 3 1.5 0	
Disability ▪ 51% or more Disability Ownership ▪ 50%- 10% Disability Ownership ▪ Less than 10% Disability Ownership	 1 1 0	
Locality (Enterprise located in the Eastern Cape Province or Enterprise located in the area where goods are required).	2	
SMME/EME SMME constitute a turnover less than 50 million per annum. EME an enterprise that has an enterprise that has a turnover of no more than 10 million per Annum	2	
Total	**20**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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]

4.6. 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.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....