TENDER No.:	**TIA007/2026**
DESCRIPTION:	**UNEMPLOYMENT INSURANCE FUND (UIF) – LABOUR ACTIVATION PROGRAMME (LAP) TENDER**
ADVERT DATE:	**13 November 2026**
BRIEFING SESSION DATE AND TIME **(Non-compulsory)**	**19 November 2026 at 10:00**
BRIEFING SESSION LINK	**https://teams.microsoft.com/meet/350913100010119?p=yPMLiPYmFipc9M5XIb**
CLOSING TIME AND DATE	**8 December 2026 at 11:00**
DELIVERY DETAILS:	**Electronic submissions**: ***Tenders@tia.org.za*** *Please note that our servers will block any file greater than 200MB. If your file is greater than 200MB, please divide your submission into parts that are equal or less than 200MB and state on the subject 'Part 1, Part2 or Part 3'.* E.G. **TIA007/2026 – PART 1 (on the subject line)**
REQUIRED TENDER VALIDITY:	120 days after closing date
CONTACT PERSON:	Bongani Mtshali (**bongani.mtshali@tia.org.za – not for tender submissions**) and state **TIA007/2026** on the subject line for enquiries about the tender (before the briefing session)
DURATION OF CONTRACT	**12 Months**
PROJECT DELIVERY DURATION	**6 Months**

1. BACKGROUND

The Technology Innovation Agency (TIA) was established as a schedule 3A public entity under the provisions of the Public Finance Management Act (PFMA) (Act 1of 1999, as amended by Act 29 of 1999). Its mandate is derived from the provisions of the Technology Innovation Agency Act (26 of 2008), which establishes the TIA as an agency that promotes the development and exploitation, in the public interest, of discoveries, inventions, innovations and improvements.

The TIA's objective is to support the state in stimulating and intensifying technological innovation with a view to improving economic growth and the quality of life of all South Africans by developing and exploiting technological innovations. While organisations achievements since inception are commendable, challenges have at times overshadowed its capacity to achieve even greater impact.

TIA entered into a contract with the Department of Employment and Labour, through the Unemployment Insurance Fund (UIF), to implement the Labour Activation Programme (LAP). The programme is aimed at promoting employment opportunities for youth through targeted skills development in the waste management sector. The Labour Activation Programme is aligned to the UIF's mandate under the Unemployment Insurance Act to fund labour market activation interventions that support job creation, job preservation and labour market re-entry. The proposed programme is intended to create sustainable and meaningful jobs for selected unemployed beneficiaries while stimulating economic activity through targeted skills development, workplace placement and post-training absorption.

Beneficiaries - The programme provides for the recruitment of 3,400 beneficiaries to be sourced primarily through the Employment Services System South Africa (ESSA) and Public Employment Services process. Where beneficiaries cannot be sourced through ESSA, alternative databases may be used, provided a fair selection process is followed. At least 70% of recruited beneficiaries must be UIF contributors; former contributors children of contributors and former contributors, which is a key compliance requirement.

Geographical Coverage - To maximise reach and community impact, delivery will be geographically distributed across all provinces, with the mix of programmes in each province selected according to that region's distinct waste-management challenges and economic prospects. Each will receive a targeted subset of the approved programmes sized to local demand and absorption capacity.

Skills Focus Areas - This LAP Programme includes training and activation activities across areas such as New Venture Creation, Environmental Management, Waste Management, Marketing, Business Administration, hazardous materials handling, Waste Management IoT, and Micro Businesses. These focus areas support employability, enterprise creation and labour market absorption.

Innovation Pipeline - Innovation and innovation skills will be integrated across these training areas by positioning the programme not only as a technical skills intervention, but also as a platform for problem-solving, enterprise development and the creation of practical waste-economy solutions. Learners should be exposed to innovation concepts such as opportunity identification, design thinking, product and service improvement, digital enablement, basic business model development and the application of technology to improve waste collection, sorting, recycling, reuse and beneficiation. In this way, the training will equip beneficiaries to identify local waste-management challenges, develop commercially viable responses, improve operational efficiencies, and create pathways into employment, self-employment or micro-enterprise development.

Feeder Pipeline to TIA Programmes and Innovation Ecosystem Integration - The programme will also create a strategic linkage with TIA's Innovation Programmes and Instruments, by serving as an early-stage pipeline for grassroots innovators, entrepreneurs and start-ups emerging from communities. As beneficiaries are exposed to waste management, environmental management, circular economy opportunities, digital tools, micro-business development and innovation skills, those who demonstrate viable ideas, entrepreneurial potential or community-based technology solutions can be identified and progressively channelled into TIA's broader innovation support ecosystem.

This will enable the Labour Activation Programme to function as a feeder mechanism for cleantech enterprise development, ensuring that township, rural and community-based

entrepreneurs are not only trained for skills and employment, but are also supported to develop scalable solutions in areas such as waste beneficiation, recycling, e-waste, resource efficiency and green enterprise creation.

Integrating into the TIA Infrastructure Support & Implementing Partner Network - Beneficiaries and emerging enterprises identified through this pathway may ultimately receive further support through TIA's national network of implementing partners, including Living Labs, Centres of Innovation and Entrepreneurship and Technology Stations. These platforms can provide a continuum of post-training support by assisting beneficiaries to refine their ideas, test and validate community-based solutions, access prototyping and technical advisory services, strengthen business models, improve market readiness and connect with local ecosystems, municipalities, industry partners and potential customers.

- Living Labs can support user-centred testing of waste-economy solutions in real community settings;
- Centres of Innovation and Entrepreneurship can assist with enterprise development, incubation, mentorship and commercialisation readiness; and
- Technology Stations can provide applied technical support, product improvement, process optimisation and access to specialised equipment or expertise.

This integrated support pathway will enable the Labour Activation Programme to move beyond training and placement by creating a structured progression route for selected beneficiaries to transition into innovators, entrepreneurs and start-ups that are capable of participating in TIA-supported programmes and contributing to inclusive green-economy growth.

Payment Controls & Financial Management - Payment controls and financial governance will be central to the implementation of the programme, given the scale of the funding, the number of beneficiaries, and the compliance obligations attached to UIF resources. It should be noted that the UIF does not pay programme funds in advance.

The funding model is based on a reimbursement approach, whereby the Service Provider will work with TIA claim reimbursement from the UIF only once it has satisfied the UIF that all relevant financial, programme delivery and administrative requirements have been met satisfactorily for each stage of implementation. This includes evidence relating to the payment

of learner stipends, payment of training fees, verification of beneficiary participation and attendance, submission of approved deliverables, and calculation of the associated approved percentage management fee for the relevant implementation stage.

2. PURPOSE OF THE TENDER

The purpose of this tender is to appoint a suitably qualified, experienced and capacitated Service Provider to undertake the end-to-end implementation of the Unemployment Insurance Fund (UIF) Labour Activation Programme in the waste management sector on behalf of the Technology Innovation Agency (TIA).

The programme seeks to enhance the employability, entrepreneurial capabilities and economic participation of eligible unemployed beneficiaries through the provision of accredited occupational and technical skills development, practical workplace exposure, employment placement, enterprise development and innovation support within the waste management and circular economy value chains.

The appointed Service Provider shall be responsible for the recruitment, verification and enrolment of eligible beneficiaries; delivery of the approved training programmes; facilitation of practical workplace learning; and implementation of structured interventions that enable beneficiaries to transition into verified employment, self-employment or sustainable enterprise activities.

In addition, the Service Provider shall integrate innovation development into the programme by supporting beneficiaries to identify waste-management challenges and opportunities, develop and refine innovative ideas, assess their technical and commercial feasibility, and advance promising solutions through prototyping, testing, validation and business model development, where appropriate.

The Service Provider shall facilitate the progression of suitable innovations and emerging enterprises towards commercialisation readiness and, where further support is required, prepare them for potential access to relevant TIA innovation funding programmes, technical infrastructure, incubation and enterprise development support.

The Service Provider shall further be responsible for the effective coordination and management of programme implementation across the approved provincial delivery sites, including beneficiary administration, stakeholder and employer engagement, financial management, performance monitoring, reporting and the submission of verifiable evidence of programme outputs and outcomes.

3. SCOPE OF WORK

The appointed Service Provider must plan, mobilise, resource, deliver, manage, monitor and close out an integrated end-to-end programme across the national and/or provincial locations approved by TIA, in accordance with confirmed beneficiary allocations, the approved implementation plan and the service level agreement.

The scope includes:

3.1 Beneficiary Mobilisation, Recruitment and Enrolment

3.1.1 Mobilise prospective beneficiaries and recruit applicants through the Employment Services of South Africa (ESSA) and Public Employment Services (PES).
3.1.2 Screen all applicants and verify their eligibility.
3.1.3 Apply a fair and transparent selection process.
3.1.4 Enrol and onboard approximately 3,400 beneficiaries.

3.2 Geographic Rollout and Delivery Planning

3.2.1 Prepare and implement a province-by-province delivery plan.
3.2.2 Identify beneficiaries and participating enterprises with demonstrable innovation or growth potential.
3.2.3 Confirm site readiness, beneficiary allocations, cohort schedules, logistical arrangements and stakeholder coordination requirements.
3.2.4 Deliver all activities in line with the approved implementation plan and any location or allocation requirements confirmed by TIA.

3.3 Accredited Training and Quality Assurance

3.3.1 Deliver at least six months of accredited, quality-assured training recognised by the QCTO and/or the relevant SETA.

3.3.2 Use approved curricula, appropriately accredited training providers and qualified facilitators.

3.3.3 Apply compliant assessment, moderation and certification arrangements.

3.3.4 Retain evidence of accreditation, facilitator competence, learner assessment, moderation and certification for TIA verification.

3.4 Sector, Technical and Entrepreneurship Focus Areas

3.4.1 Focus training and activation activities on waste management, the circular economy and environmental management.

3.4.2 Include TIA-approved learning pathways in new venture creation, marketing, business administration, hazardous-materials handling, waste-management innovation and digital or IoT-enabled applications.

3.4.3 Include additional related focus areas only with TIA's approval.

3.5 Innovation and Applied Problem-Solving

3.5.1 Integrate practical innovation and problem-solving activities throughout programme delivery.

3.5.2 Enable beneficiaries to identify local waste-management challenges and design and test viable responses.

3.5.3 Identify opportunities to improve operational efficiency.

3.5.4 Support suitable solutions through defined pathways to employment, self-employment, micro-enterprise formation or enterprise growth.

3.6 Workplace Exposure, Placement and Enterprise Pathways

3.6.1 Arrange relevant workplace exposure and work-integrated learning for beneficiaries.

3.6.2 Secure suitable host-site placements.

3.6.3 Engage employers, incubators and enterprise-support partners to provide mentoring, incubation and post-training transition support.

3.6.4 Obtain documented commitments from participating hosts and employers before placing any beneficiary.

3.6.5 Define the pathway applicable to each beneficiary.

3.6.6 Maintain complete placement records.

3.6.7 Verify all reported transition outcomes.

3.7 Beneficiary Support, Safeguarding and Compliance

3.7.1 Provide appropriate beneficiary support throughout the programme.

3.7.2 Actively monitor attendance, participation and retention.

3.7.3 Support accurate and timely stipend administration where stipends apply.

3.7.4 Implement documented safeguarding, grievance-handling, beneficiary-replacement and corrective-action procedures.

3.7.5 Maintain complete POPIA-compliant records.

3.7.6 Enforce all applicable occupational health, safety and environmental requirements at every delivery and workplace site.

3.7.7 Make provision for PPE Provisions for beneficiaries as may be required.

3.8 Monitoring, Evaluation and Outcome Tracking

3.8.1 Establish and maintain a monitoring and evaluation system.

3.8.2 Record and verify beneficiary enrolment, attendance, progress, completion, certification, workplace exposure and placement.

3.8.3 Track verified outcomes for employment, self-employment, enterprise creation and progression through the innovation pipeline.

3.8.4 Continue monitoring and outcome tracking throughout implementation and for the post-training period prescribed in the service level agreement and the approved monitoring and evaluation framework.

3.9 Reporting, Evidence Management and Programme Close-Out

3.9.1 Submit complete and accurate monthly, quarterly, milestone, financial and outcome reports in TIA's prescribed formats and timeframes.

3.9.2 Support every reported output, expenditure item, payment milestone and UIF reimbursement claim with complete, valid and auditable evidence.

3.9.3 At programme close-out, submit final beneficiary and outcome records and completed reconciliations.

3.9.4 Hand over records and assets where applicable. Include IP Management

3.9.5 Provide an audit-ready archive and documented lessons learned.

3.9.6 Submit final programme and impact reports.

3.10 Financial Management, Payment and Reimbursement Controls

3.10.1 Manage programme expenditure within the approved activity-based budget and spend only against approved cost categories.

3.10.2 Separate financial duties, maintain complete and accurate beneficiary and supplier records, and reconcile accounts monthly.

3.10.3 Before submitting any invoice or claim, verify the supporting proof of expenditure and confirm that the amount is eligible, accurate and not duplicated.

3.10.4 Provide all information and support required for TIA's financial reviews and UIF reimbursement and recovery processes.

3.11 Programme Resourcing, Delivery Partners and Subcontractor Management

3.11.1 Mobilise and manage a suitably qualified project team, accredited training providers, fit-for-purpose delivery sites, appropriate systems and all other resources required to implement the programme.

3.11.2 Conduct due diligence on every delivery partner and subcontractor, and contract and oversee each party appropriately. Provide documentary evidence of potential partners or consortium members

3.11.3 Document and actively manage responsibilities, accreditation requirements, performance standards, compliance obligations, costs and reporting lines.

4. EXPECTED DELIVERABLES

The appointed Service Provider shall be responsible for the end-to-end implementation of the UIF Labour Activation Programme in the waste management sector, in accordance with the approved funding agreement, the Terms of Reference, the Service Level Agreement and all applicable programme requirements. The Service Provider shall be required to deliver the following:

4.1. A comprehensive *programme implementation and mobilisation plan*, including provincial rollout schedules, resource allocation, training arrangements, financial plans, risk management and monitoring and evaluation mechanisms.

4.2. *Recruitment, selection, verification and enrolment* of the approved number of eligible unemployed beneficiaries, ensuring compliance with UIF eligibility requirements and the agreed demographic and geographical distribution targets.

4.3. Delivery of *accredited occupational and technical training programmes* in the approved waste-management, environmental management, entrepreneurship and related skills development areas.

4.4. Integration of *practical innovation, entrepreneurship and business development* competencies into the training programmes to enable beneficiaries to identify and exploit opportunities within the waste and circular economy.

4.5. Facilitation of appropriate *workplace exposure, practical skills development* through agreements with suitable host employers and workplace training sites.

4.6. Implementation of a *structured employment placement* and *labour market absorption* programme, including employer engagement, beneficiary matching, verified placement and post-placement tracking.

4.7. Provision of *enterprise development and self-employment support* to selected beneficiaries with the potential to establish viable waste-management and circular-economy enterprises.

4.8. Identification, assessment and *successful linkage of suitable beneficiaries and emerging enterprises* to relevant innovation support programmes, implementing partners and infrastructure platforms.

4.9. *Administration and reconciliation of approved beneficiary stipends* and other programme expenditure assigned to the Service Provider, supported by complete and verifiable financial documentation.

4.10. Establishment and maintenance of an *integrated beneficiary management, monitoring, evaluation and reporting system*, including the submission of periodic progress reports, financial reports, employment outcome reports and a comprehensive final programme close-out report.

4.11. All deliverables shall be subject to verification and formal acceptance by TIA against predetermined performance indicators, agreed milestones, applicable quality standards and documentary evidence requirements.

5. SUBMISSION OF PROPOSALS

5.1. Service provider to submit a comprehensive proposal that details the Scope of Work.

5.2. A milestones-based plan to deliver the programme against given timelines.

5.3. Outline required resources.

5.4. Pricing using the template contained in section 10

6. PROJECT TIMELINES

6.1. The successful bidder will be expected to deliver the project and its milestones within six (6) months.

7. MANDATORY REQUIREMENTS

Failing to meet any of the following requirements will lead to the bidder being disqualified:

The bidder must comply with the following mandatory requirements:

	Mandatory requirement
1.	The bidder must be a legally registered entity in South Africa.
2.	The bidder must be registered on the National Treasury Central Supplier Database (CSD)
3.	The bidder must comply with the applicable tax compliance requirements by the time of appointment.
4.	The bidder must submit the proposal before the closing date.

TIA reserves the right to verify the accuracy and authenticity of all submitted information and documentation in accordance with the applicable procurement framework. Administrative omissions and compliance matters shall be dealt with in accordance with the published tender conditions and applicable procurement rules.

8. TERMS AND CONDITIONS

The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.

Kindly note that TIA is entitled to:

- Amend any TOR conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
- Verify any information contained in a proposal;
- Not to appoint any bidder;
- Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
- An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
- TIA reserves the right not to accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within thirty (30) days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.
- TIA also reserves the right to award this RFP as a whole or in part without furnishing reasons.
- TIA also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications

stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).

- This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.
- The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) working days before the actual presentation date.
- Validity period: 120 days
- Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal.
- TIA's decision on proposals received shall be final and binding
- TIA may disregard any submission if that bidder, or any of its directors:
    - Abused the Supply Chain Management (SCM) system of any government department or institution.
    - Committed proven fraud or any other improper conduct in relation to such systems.
    - Failed to perform on any previous contract and proof thereof exists.
    - Is restricted from doing business with the public sector where the supplier obtained preferences fraudulently or failed to perform on a contract based on specific goals.

9. EVALUATION CRITERIA – FIRST PHASE

Proposals that comply with all mandatory requirements in Section 7 will be evaluated for functionality against the criteria below. Only proposals that achieve the minimum qualifying weighted score of 70% will proceed to evaluation under the 80/20 preference point system.

No.	Evaluation criteria	Scoring guide	Weighting	Max score
9.1.1	**Programme implementation experience:** Programmes successfully completed during the five years preceding the	5 = Five or more programmes covering items (a) to (c), of which at least two also cover item (e) or (f)	0.20	5

No.	Evaluation criteria	Scoring guide	Weighting	Max score
	closing date, in which the bidder delivered one or more of the following: a) Accredited occupational or skills-development training, recognised by the QCTO and/or SETA for unemployed persons; b) Publicly funded labour-activation or employment programmes (e.g. UIF, Department of Employment and Labour, SETA or other government-funded), including beneficiary recruitment, verification and stipend administration; c) Workplace exposure, work-integrated learning and employment placement with verified outcomes; d) Entrepreneurship, new venture creation, incubation or enterprise development support; e) Training or enterprise programmes in waste management, recycling, the circular economy or environmental management; and f) Programmes delivered across multiple provinces. Each programme must be supported by a signed client reference letter or completion certificate stating the services, period, approximate beneficiary numbers and satisfactory completion, with a contactable authorised representative (Section 7.2, item 1).	4 = Four programmes covering items (a) to (c), of which at least one also covers item (e) or (f) 3 = Three programmes covering item (a) and at least one of items (b) to (f) 2 = Two programmes covering item (a), of which at least one covers item (f) (mandatory minimum) 0 = Fewer than two qualifying programmes, or evidence not verifiable		

No.	Evaluation criteria	Scoring guide	Weighting	Max score
9.1.2	**Key personnel qualifications and experience:** Organisational structure, CVs, copies of qualifications and signed availability declarations for personnel covering the six required functions (Section 7.2, item 3): programme management; skills development and quality assurance; financial management and beneficiary administration; employment and enterprise development; innovation management; and monitoring and evaluation. Combined roles must preserve segregation of duties.	5 = All six functions covered; Programme Manager has a relevant tertiary qualification and 8 or more years' comparable experience; each specialist has a relevant qualification and 5 or more years' applicable experience 4 = All six functions covered; Programme Manager has a relevant tertiary qualification and 7 years' comparable experience; each specialist has a relevant qualification and 4 years' applicable experience 3 = All six functions covered; Programme Manager has a relevant tertiary qualification and 6 years' comparable experience; each specialist has a relevant qualification and 3 years' applicable experience 2 = All six functions covered; Programme Manager has a relevant tertiary qualification and 5 years' comparable experience; each specialist has a relevant qualification and 3 years' applicable experience 1 = All six functions covered and minimum requirements met only (Programme Manager: relevant tertiary qualification and 5 years' comparable experience;	0.20	5

No.	Evaluation criteria	Scoring guide	Weighting	Max score
		specialists: relevant qualification or 3 years' applicable experience) 0 = Any function not covered, or minimum requirements not met		
9.1.3	**Implementation methodology:** Methodology addressing all thirteen Scope of Work areas (Sections 3.1 to 3.13), including recruitment through ESSA and PES with at least 70% UIF contributors or former contributors; at least six months of QCTO and/or SETA accredited training; integration of innovation and applied problem-solving; workplace exposure, placement and enterprise pathways; referral to innovation enablers in the ecosystem; and beneficiary support, safeguarding, POPIA and occupational health and safety compliance.	5 = All thirteen areas addressed with specific, practical and verifiable methods 4 = All thirteen areas addressed, with minor gaps in detail 3 = All thirteen areas addressed at a basic level 2 = One or two areas not addressed 1 = Three or more areas not addressed 0 = No methodology submitted	0.35	5
9.1.4	**Project plan and national rollout:** Milestone-based project plan delivering the programme within six months of appointment. The plan must include a province-by-province rollout across all nine provinces, beneficiary allocations, cohort schedules, site readiness, resources and timeframes linked to the ten expected deliverables (Section 4).	5 = Implementation plan covers all 10 deliverables, all 9 provinces and all 7 planning components within the prescribed 6-month implementation period. 0 = No implementation plan submitted, or the plan omits one or more of the 10 deliverables, 9 provinces or 7 planning components, or exceeds the prescribed 6-month implementation period.	0.15	5

No.	Evaluation criteria	Scoring guide	Weighting	Max score
9.1.5	Track record in workplace exposure, placement and enterprise partnerships: Reference letters demonstrating record of learner placement with host employers, incubators and enterprise-support partners supporting workplace exposure, placement and post-training transition (Sections 3.6 and 7.2, item 7).	5 = Five or more signed Reference letters 4 = Four signed Reference letters 3 = Three signed Reference letters 2 = Two Reference letters 1 = One signed Reference letter	0.10	5
Maximum possible score / Total weight score			**1**	
Minimum qualifying weighted score (expressed as percentage)				**70%**

10. SERVICE AND PRICING

Bidders must price all services required under the Scope of Work (Section 3) and the Expected Deliverables (Section 4) for 3,400 beneficiaries, by completing the pricing schedule below. All prices must be quoted in South African Rand.

No.	Cost category	Services included (ToR reference)	Quantity	Unit price (R)	Total excl. VAT (R)
1	Programme mobilisation, planning and management	Implementation and mobilisation plan; provincial rollout and delivery planning; project team and delivery sites; governance, risk and change control; subcontractor management (3.2, 3.11, 3.13; Deliverable 1)	6		
2	Beneficiary recruitment, verification and enrolment	Mobilisation through ESSA and PES; screening, UIF eligibility verification (at least 70% UIF contributors or former contributors), selection, enrolment and onboarding (3.1; Deliverable 2)	3,400		

No.	Cost category	Services included (ToR reference)	Quantity	Unit price (R)	Total excl. VAT (R)
3	Accredited training and quality assurance (training fees)	At least six months of QCTO and/or SETA-accredited training in the approved focus areas, including curricula, facilitators, assessment, moderation and certification (3.3, 3.4; Deliverable 3)	3,400		
4	Workplace exposure	Workplace exposure; host-site agreements; employer engagement, matching.	3,400		
5	Employment creation and enterprise creation	Verified placement; enterprise development and self-employment support; Mentoring, incubation and support to establish waste-management and circular-economy enterprises or co-operatives	80%		
6	Innovation and applied problem-solving	Integration of innovation, entrepreneurship and business development competencies into training (3.5; Deliverable 4)	20%		
7	Innovation pipeline and ecosystem linkages	Identification and screening of innovation concepts; referral to relevant innovation support programmes in ecosystem enablers (Section 3, Deliverable 8)	20%		
8	Beneficiary support, safeguarding and health and safety	Beneficiary support and retention; safeguarding and grievance handling; POPIA-compliant records; protective equipment and occupational health, safety and environmental compliance (Section 3)	3,400		
9	Beneficiary stipends	Payment, administration and reconciliation of approved learner stipends, supported by verified	3,400		

No.	Cost category	Services included (ToR reference)	Quantity	Unit price (R)	Total excl. VAT (R)
		attendance and proof of payment (Section 3; Deliverable 9) – Not less than R2000 per learners			
10	Monitoring, evaluation, reporting and close-out	Beneficiary management and M&E system; outcome tracking; monthly, quarterly, milestone, financial and close-out reports; audit-ready archive (Section 3; Deliverable 10)	6		
11	Management fee	Service Provider management fee, calculated as a percentage of approved programme costs for each implementation stage (Background: Payment Controls and Financial Management)	Bidder to state %		

Pricing conditions

a. Prices must be firm for the full six (6) months project implementation period and must include all costs required to deliver the services, including subcontractor and delivery-partner costs.
b. The UIF does not pay programme funds in advance. Payments will follow the reimbursement model and will be made only for deliverables verified and accepted by TIA, supported by complete and auditable evidence.
c. Stipends and training fees will be reimbursed only against proof of payment, verified attendance and participation records.
d. The management fee will be calculated on approved programme costs for each implementation stage and may not be charged on disallowed or unverified expenditure.
e. Bidders must attach a detailed activity-based budget and preliminary cash-flow plan supporting the prices above.

f. The total bid price inclusive of VAT will be used for evaluation under the 80/20 preference point system.

11. SPECIFIC GOALS

11.1. Subject to meeting the minimum qualifying score of 70% for the first phase service providers will proceed to the second phase of the evaluation and will be evaluated further based on 80/20 preferential point system as below:

Specific Goal	Points	Proof
At least 51% Black ownership Less than 51% Black ownership	5 0	Central Supplier Database report / Share register
At least 51% Black Women ownership Less than 51% Black Women ownership	5 0	Central Supplier Database report / Share register
At least one of the owners is Black youth None of the owners is Black youth	5 0	Certified ID
If one of the owner/s has disability/disabilities No owner has a disability	5 0	Letter from a doctor confirming disability
Total points for specific goals	**20**	
Price	**80**	**Quotation**
Total	**100**	

SBD1: PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	TIA007/2026	CLOSING DATE:	8 December 2026	CLOSING TIME:	11:00
DESCRIPTION	UNEMPLOYMENT INSURANCE FUND (UIF) – LABOUR ACTIVATION PROGRAMME (LAP) TENDER				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
Tenders@tia.org.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Bongani Mtshali	CONTACT PERSON	Bongani Mtshali
TELEPHONE NUMBER	012 472 2816	TELEPHONE NUMBER	012 472 2816
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	Bongani.mtshali@tia.org.za	E-MAIL ADDRESS	Bongani.mtshali@tia.org.za

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:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO					

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
☐ YES ☐ NO

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.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
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.

SIGNATURE OF BIDDER:

……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

(Proof of authority must be submitted e.g., company resolution)

DATE:

……...

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1. Any person (natural or juristic) may make an offer 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2. If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES [ ] NO [ ]**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.3 Does the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder have a relationship with any person who is employed by the institution procuring the required goods or services? **YES [ ] NO [ ]**

2.3.1 If YES, complete the details of the relationship with the person employed by the institution procuring the required goods or services in table below.

Name of person in bidder	**Name of person at institution**	**Nature of the relationship**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest[1] in any other related enterprise / company / trust, whether or not that enterprise / company / trust is bidding[2] for this requirement?
YES [ ] NO [ ]

2.4.1 If YES, complete the details of the related enterprise / company / trust in the table below:

Registering authority	Name of related enterprise / company / trust	Registration number	Description of interest

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid for this requirement, do hereby make the following statements, on behalf of the bidder, that I certify to be true and complete in every respect:

3.1 I have read and understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

[1] Includes ‘‘beneficial interest’’ and ‘‘personal financial interest’’ as defined in the Companies Act 71 of 2008

[2] Includes open competitive bidding / limited bidding/ requests for quotations/ requests for proposals/ unsolicited bids

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the institution procuring the required goods or services 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.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT.

I ACCEPT THAT THE INSTITUTION PROCURING THE REQUIRED GOODS OR SERVICES MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME, THE BIDDER AND ANY OF ITS DIRECTORS / TRUSTEES / SHAREHOLDERS / MEMBERS / PARTNERS IF THIS DECLARATION IS FOUND TO BE FALSE.

…… ……

Signature Date

…… ……..

Designation Name of bidder

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

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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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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 90/10 preference point system.

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

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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	
SPECIFIC GOALS	
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 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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: Where either the 90/10 or 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% Black ownership Less than 51% Black ownership		5 0		
At least 51% Black Women ownership Less than 51% Black Women ownership		5 0		
At least one of the owners is Black youth None of the owners is Black youth		5 0		
If one of the owner/s has disability/disabilities No owner has a disability		5 0		

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.

…… **SIGNATURE(S) OF TENDERER(S)** **SURNAME AND NAME**: ……. **DATE:** …… **ADDRESS**: …… …… …… ……