



Discretionary Project Grant (DPG) Requirements 2021/2022 Lifelong learning (Non-PIVOTAL)

Closing date: 18 October 2021

Please indicate which topic you are applying for

No	Training Topic	Tick
1	Ethics, Fraud and Governance	
2	Cybersecurity and Cybercrime	
3	IFRS for SMMEs	
4	Compliance and Changes in Legislation Update	
5	Developing and Implementing Strategy	
6	Risk Management	
7	Budget and Tax Update	
8	Digital Etiquette, Skills and Digital Transformation	
9	Leadership Skills	
10	Presentation and Negotiation Skills	
11	Business Communication and Report Writing	
12	Occupational, Safety & Health during and post-COVID19	
13	Procurement and Logistics Management	
14	Performance Management	
15	Emotional Intelligence	
16	Time and Stress Management	
17	Change Management	

Name of Service provider:

Postal address:

Street address:

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

Contact details of alternative responsible person who will act on behalf of the person above should he/she not be available

Name and Surname

Telephone number: Code Number

Cellular number:

e-Mail address:

1. COMPLIANCE REQUIREMENTS

1.1 As public entity, Fasset has both the obligation and the responsibility to ensure that it spends the public money, with which it is entrusted in a manner that meets governments requirements. Consequently, Grant Applicants are required to adhere to the compliance requirements as listed in this section.

Fraud and Corruption

1.2 All grant applicants are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, 2004 (No 12 of 2004) and any other applicable act.

B-BBEE Certificate, Tax Clearance Certificate and Central Supplier Database (CSD) Report

- 1.3 All grant applicants are to provide a B-BBEE status level certificate and the Tax Clearance Certificate (SARS pin) on request once Fasset has granted provisional approval;
- 1.4 Grant applicants will be assessed based on the compliant requirements with the BBBEE and tax compliance. Fasset reserves its right to award or not to award to applicants with BBBEE level status above level 4.
- 1.5 All SMMEs (small and medium firms) auditing and accounting firms) must provide proof of confirmation of registration with the relevant Professional Bodies
- 1.6 **Fasset will give preference to the appointment of service providers that meet the BBBEE imperatives.**

Independent Grant Submission

1.7 Grant applicants must complete and sign the Certificate of Independent Grant Submission, which can be found in Annexure B and C. The signed certificate must be included in the grant submission. The purpose of the certificate is to prevent potential collusion amongst applicants.

DEADLINE DATE AND MODE OF GRANT SUBMISSION

- 1.8 All applications must be submitted to the following e-mail address: dg@fasset.org.za. It must be noted that FASSET **will not accept any physical submissions**.
- 1.9 The submission due date is **Monday, 18 October 2021 at 16:00**. Grant applications received by FASSET after the closing date shall not be considered.
- 1.9.1 Grant Applicants must submit a Project Proposal which contains, at minimum:
- 1.9.2 Experience of Grant Applicant;
- 1.9.3 Technical Approach/Methodology;
- 1.9.4 Resources; and
- 1.9.5 Pricing schedule with clear breakdown of each cost item. Fasset reserves the right to query a pricing schedule as part of the evaluation process.
- 1.10 The Skills development priorities specifically targeting transformation groups including Blacks, women, and people with disabilities. To ensure alignment with national imperatives and key stakeholders, Fasset will adopt DHET's criteria regarding the beneficiaries of its programmes to benefit being: **85% Blacks, 54% women and 4% disabled.**

2 GRANT CRITERIA (Terms of Reference)

The grant criteria should *please* be read *carefully* and adhered to in order to minimize grant queries (where applicable). The following criteria are applicable to this grant:

Description: Lifelong learning programmes aim to address critical skills in the sector through national workshops on key topics and are open to anyone employed in the FASSET sector.

2.1 Overall Objectives and Scope

- 2.1.1 Partnerships or collaborations through MOUs with small and medium firms in the FASSET sector to implement some of the programmes.
- 2.1.2 Partnerships with Professional Bodies through an MoU to run some of the programmes provided that the service providers that meet BBBEE imperatives are used to run the programmes.
- 2.1.3 Partnerships with Institutes such as IoDSA, Institutes of ethics through MoU to implement

governance, ethics and similar workshops.

- 2.1.4 FASSET will give preference to the appointment of service providers that meet the BBBEE imperatives.
- 2.1.5 All workshops/seminars /events to take place online.
- 2.1.6 A minimum of 4 800 beneficiaries are expected to be trained under each topic.
- 2.1.7 The event/seminar/ workshop is expected to run for at least 4 hours under each topic.
- 2.1.8 All events/workshops/events must be completed by 20 March 2022.
- 2.1.9 The Grant Applicant will be responsible for:
 - 2.1.9.1 Marketing of the programmes in partnership with FASSET
 - 2.1.9.2 Invitation and registration of beneficiaries to participate in the programme
 - 2.1.9.3 Ensure POPIA compliance in registration of beneficiaries to participate in the programme.

Project Reporting Requirements

- 2.1.10 Grant applicants will be required to present information on a monthly and/or quarterly basis, as per the Department of Higher Education and Training (DHET) and Fasset requirements for payment purposes. The required information includes but is not limited to:
 - 2.1.10.1 Attendance registers (shall be electronically signed) as proof of attendance;
 - 2.1.10.2 Letter that serves as proof of employment in the Fasset sector

3. EVALUATION PROCESS

- 3.1 Should a grant applicant achieve a functionality score that is 50% or less, the grant application will be rejected.
- 3.2 Should a grant applicant receive a functionality score between 51% and 69%, Fasset might engage with the applicant on the grant application.
- 3.3 All grant applications that receive a functionality score of more than 70% will be recommended for adjudication.

Table 1: Evaluation Criteria and Weights for Determining Functionality Scores

Functionality Scoring Determinants		
Total Points		100
1	Experience of the grant applicant	30
	<i>Demonstrate the minimum experience of 5 years in managing training programmes and/or managing the project of this nature</i>	
	Scoring Criteria	Points
	Grant applicant has demonstrated a minimum experience of 5 years or more in managing training programmes or projects of that nature.	5
	Grant applicant has demonstrated a minimum experience of 3 to 5 years in managing training programmes or projects of that nature.	3
	Grant applicant has demonstrated a minimum experience of 1 to 5 years in managing training programmes or projects of that nature.	1
	Grant applicant has demonstrated zero years' experience in managing training programmes or projects of that nature.	0
2	Technical Approach and Project Plan Methodology	40

	<p>2.1. Present the methodology and comprehensive project plan detailing how the project will be implemented and rolled out. The plan should also address the following, but not limited to:</p> <p>2.1.1 Provide details as to how the project will be implemented until the close out report stage;</p> <p>2.1.2 Provide comprehensive details on how the project will be organised and fully implemented;</p> <p>2.1.3 Indicate how the geographical spread of the Fasset DG projects will be covered.</p> <p>2.1.4 Identify project risks and full mitigation.</p>		
	Scoring criteria	Points	
	Grant applicant has submitted a comprehensive project plan that has addressed all the above requirements.	5	
	Grant applicant has submitted a comprehensive project plan that has addressed either one of the above requirements i.e. partially addressing the above	3	
	Grant applicant has submitted a comprehensive project plan that has not addressed any of the above requirements or Grant applicant has not submitted the project plan	0	
3	Experience of the Project Team		30
	<p><i>Capacity to implement a programme of this size.</i></p> <p>Grant applicant must:</p> <p>3.1.1. Have appropriately qualified and relevant experienced resources.</p> <p>3.1.2. The team proposed has relevant expertise and experience.</p> <p>3.1.3. Have sufficient resources</p> <p>3.1.4 The majority of the team members must be Black Africans.</p>		
	Scoring Criteria	Points	
	All CVs of the team proposed have appropriately qualified and relevant experience and the majority of the team is Black Africans.	5	
	Some CVs of the team proposed have appropriately qualified and relevant experience, and the majority of the team is Black Africans.	3	
	All CVs of the team proposed have appropriately qualified and relevant experience, but the majority of the team is not Black Africans.	1	
	No experienced CVs of proposed team and the majority of the team is not is Black Africans.	0	

Annexure B: Certificate of Independent Grant Submission

I, _____ the undersigned, in submitting the

Discretionary Project Grant Application

for _____, do hereby make the following

statements that I certify to be true and complete in every respect.

I, certify that on behalf of:

Name of Grant Applicant:

1. I have read and understood the contents of this Certificate of Independent Grant Submission (Certificate).
2. I understand that the accompanying Discretionary Project Grant Application (Grant Application) will be rejected if this certificate is found not to be true and complete in every respect.
3. I am authorized by the Grant Applicant to sign this Certificate and to submit the accompanying Grant Application on behalf of the Grant Applicant.
4. Each person whose signature appears on the accompanying Grant Application has been authorised by the Grant Applicant to determine the terms of and to sign the Grant Application on behalf of the Grant Applicant.
5. For the purposes of this Certificate and the accompanying Grant Application, I understand the word “competitor” shall include an individual or organisation, other than the Grant Applicant, whether or not affiliated with the Grant Applicant, who:
 - 5.1.1. Has been requested to submit a Grant Application.
 - 5.1.2. Could potentially submit a Grant Application based on their qualifications, abilities, or experience.
and
 - 5.1.3. Provides the same services as the Grant Applicant and/or is in the same line of business as The Grant Applicant.
6. The Grant Applicant has arrived at the accompanying Grant Application submission independently from and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication agreement or arrangement with any competitor regarding:
 - 7.1. Prices;
 - 7.2. Geographical area where the service will be rendered (market allocation);
 - 7.3. Methods, factors or formulas used to calculate prices;
 - 7.4. The intention or decision to submit, or not submit, a Grant Application;
 - 7.5. The submission of a Grant Application does not meet the specification and condition of the Grant Application Requirements; or
 - 7.6. Submitting a Grant Application with the intention not to have the grant approved.

8. ¹ 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.
9. In addition, there have been no consultations, communications, agreements or arrangement with any competitor regarding the quality, quantity, specification and conditions or delivery particulars of the services to which this Grant Application relates.
10. The terms of the accompanying Grant Application have not been and will not be disclosed by the Grant Applicant, directly or indirectly, to any competitor, prior to the date and time of the Grant Application opening or of the contract being awarded.
11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Discretionary Project Grants and their related contracts, 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.

Signature of Grant Applicant

Date

Position

Name of Grant Applicant

Name of Signatory

12. Annexure C: Declaration of Interest

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this grant (includes an advertised competitive grant application, competitive bid, limited bid or proposal or a written price quotation).
2. In view of possible allegations of favouritism, should the resulting grant application, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the grant applicant or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where:
 - 2.1. The grant applicant is employed by the State; and/or
 - 2.2. The grant applicant is a Board member of Fasset and/or
 - 2.3. The legal person on whose behalf the grant application is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1.1 Full Name of grant applicant or his or her representative:

 - 3.1.2 Identity Number:

 - 3.1.3 Position occupied in the Company (director, trustee, shareholder², member, etc):

 - 3.1.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

 - 3.1.5 Tax Reference Number:

¹ "State" means

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

3.1.6 VAT Registration Number:

3.1.7 The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ PERSAL numbers must be indicated below:

3.2 Are you or any person connected with this grant application presently employed by the state?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

3.2.1 If “Yes” was indicated, please furnish the following particulars:

3.2.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.2.1.2 Name of State institution at which you or the person connected to the grant application is employed:

3.2.1.3 Position occupied in the State institution:

3.2.1.4 Any other particulars?

3.3 If you are presently employed by the state, did you obtain the appropriate authorisation to undertake remunerative work outside employment in the public sector?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

3.3.1 If “Yes” was indicated, was proof of such authorization attached to the grant application

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

(Note: Failure to submit proof of such authorization, where applicable, may result in the disqualification of the grant application).

3.3.2 If "No" was indicated, please furnish reasons for non-submission of authorization.

3.4 Did you or your spouse, or any of the company's directors/trustees/ shareholders/ members or their spouses conduct business with the State in the previous twelve (12) months?

Yes	
No	

3.4.1 If "Yes" was indicated, please furnish the following particulars:

3.4.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.4.1.2 Name of State institution at which you or the person connected to the grant application conducted business:

3.4.1.3 Any other particulars?

3.5 Do you, or any person connected with the grant application, have any relationship (family, friend, other) with a person employed by the State (Pty) Ltd and who may be involved with the evaluation and or adjudication of this grant application?

Yes	
No	

3.5.1 If "Yes" was indicated, please furnish the following particulars:

3.5.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.5.1.2 Any other particulars?

3.6 Are you, or any person connected with the grant application, aware of any relationship (family, friend, other) between any other grant application and any person employed by the State who may be involved with the evaluation and or adjudication of this grant application?

Yes	
No	

3.6.1 If "Yes" was indicated, please furnish the following particulars:

3.6.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.6.1.2 Any other particulars?

3.7 Do you or any of the directors/trustees/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

Yes	
No	

3.7.1 If "Yes" was indicated, please furnish the following particulars:

3.7.1.1 Name of person/ director/ trustee/ shareholder/ member:

3.7.1.2 Any other particulars?

4. Please complete the table below with the full details of directors/ trustees/ members/ shareholders. (Public Entities are excepted)

Full Name	Identity Number	Personal Income Tax Reference No	State Employee Number/ PERSAL Number

DECLARATION

I, the undersigned (full name) _____
certify that the information furnished above is correct. I accept that Fasset may reject the Grant Application or
act against me should this declaration prove to be false.

Name of Grant Applicant

Signature

Position of Grant Applicant within Organisation

Date