



## REQUEST FOR PROPOSALS/QUOTATIONS

### HEADMASTERS' HELPING HANDS (HHH) PROGRAMME

The Perdekraal East Wind Farm is inviting interested service providers in the partner Communities (Ceres, Prince Alfred Hamlet, Nduli and Bella Vista) to submit proposals including quotations for the management, administration, facilitation and coordination of the Headmaster's Helping Hand (HHH) Programme implemented at the three local high schools: Bella Vista High School, Ceres Secondary School, & Ingcinga Zethu High School.

#### **Responsibilities of the successful bidder:**

- Conduct monthly site visits to the three schools.
- Human resource management, salary administration and all labour relations matters of the three HHH appointees.
- Appointment of existing HHH per school and recruitment should any HHH need to be replaced for the duration of the contract period.
- Provide the Project Office with quarterly reports and statistics of progress regarding tertiary/college study applications, admissions, career research, etc.
- Liaise, plan and facilitate with each school principal to arrange a Matric Parent Information session to provide information regarding study and bursary application processes and deadlines for the 2025 academic year. The aim is to inform and sensitise parents to tertiary and bursary requirements, application due dates, introduce the school's HHH and the support they provide to learners. These sessions need to include basic refreshments such as tea, coffee, milk, sugar and biscuits for the parents.
- Manage and coordinate joint school trips to institution Open Days of at least three of the following institutions within the Western Cape: Cape Peninsula University of Technology (CPUT), Stellenbosch University, University of the Western Cape (UWC), Northlink College, West Coast College, and/or any other pre-approved institution. These trips need to be done in conjunction with the school and all indemnities must be in place.
  - The targeted learners to attend will be the Grade 11 cohort.
  - Trips must provide various learners an opportunity to attend and not the same learners repeated on each trip.
  - One 22-seater bus for the trip.
  - Allocation as follows:
    - 3 x HHH
    - 1 x educator per trip (each trip will be accommodating an educator from a different high per school)
    - 6 learners per school
- Participate and support the Project Company in the Annual Career Day and provide information about the event to the HHH employees and school learners.
- Compile and arrange for printing of a 2024 Tertiary and Training Information publication containing key information of the datasheet, prospectus from universities, bursary application processes, and any other relevant information for parents and learners.



### **Responsibilities of the assigned HHH at each high school:**

- Assist Principal with administrative duties.
- Prepare a Schedule/Roster aligned to school timetable to support learners in career research, choices, study routes, institution choices, bursary applications, etc.
- Research and prepare list of available bursaries opportunities that are relevant and available.
- Support unemployed youth (e.g. Gap Year students) in career advancing opportunities through applications for training, tertiary learning opportunities, bursaries, etc.
- Liaise with colleges and universities to create a datasheet containing dates for Open Days, application opening and closing dates, bursary opening and closing dates, etc. This information is to be included in the 2024 Tertiary and Training Information publication to be compiled and printed by the successful bidder.
- Obtain and/or download copies of prospectus of various colleges and universities to ensure learners have access to hardcopies for reviewing at school. Key information is to be included in the 2024 Tertiary and Training Information publication to be compiled and printed by the successful bidder.
- Support the successful bidder and school principal to facilitate the Matric Parent Information session.
- Assist the Project Company and relevant high school with the facilitation and coordination of the Annual Career Day.

### **Minimum criteria for bidders. Documents to be submitted:**

1. Proposal including signed Pricing Schedule
2. Company profile
3. South African registered company/entity active for at least one year. Proof of Company registration (CIPC) including director's details and certified copy of ID.
4. Valid BBBEE Affidavit/Certificate
5. Valid Tax Clearance
6. VAT Registration Certificate (if applicable)
7. Registered for COIDA (current and active)
8. Registered for UIF
9. Confirmation of Bank Details (not older than three months)

The successful bidder will be required to complete and sign an agreement with the Project Company. The successful bidder shall be tasked to complete the required duties as stated herein. The successful bidder shall familiarise itself with all relevant legislation and ensure that all services required are achievable. Misrepresentation in any form shall lead to immediate disqualification of any potential proposal/quotation submitted.

The three high schools currently have an allocated HHH that will continue with the programme. However, if required the successful bidder will be responsible for recruitment of a new HHH employee should a position become vacant, at the commencement or in the duration of the contract period.



## **Clarification Meeting:**

A non-compulsory clarification meeting will be held at **14:00** on **14 March 2024** at the **Project Office, 51 Voortrekker Street, Ceres**.

## **Closing Date Meeting: 22 March 2024**

Interested parties may submit enquiries and submit the required documentation to the Project Office, 51 Voortrekker Street, Ceres (Physical) or via email to:

Shannon Lombaard at [Shannon.Lombaard@mainstreamrp.com](mailto:Shannon.Lombaard@mainstreamrp.com) ; 083 789 8426

Kenan Mei at [Kenan.Mei@mainstreamrp.com](mailto:Kenan.Mei@mainstreamrp.com)

Gerane Damon at [Gerane.Damon@mainstreamrp.com](mailto:Gerane.Damon@mainstreamrp.com)

Terms and Conditions apply.

### **PLEASE NOTE:**

Perdekraal East Wind Farm reserves the right not to allocate the opportunity and may allocate partially.

*Pricing Schedule to follow on the next page.*



**HHH Programme Pricing Schedule:**

Item	Description	Quantity	Unit Price	Total Price
<b>1</b>	<b>Salary/Stipend Administration</b>			
1.1	Two HHH Salaries	2 x 12 months	R 5 033.60	R120 806.40
1.2	One Senior HHH Salary	12 months	R 5 583.60	R 67 003.20
1.3	December Bonus: Two HHH	2 x 1 month	R 5 033.60	R 10 067.20
1.4	December Bonus: One Senior HHH	1 month	R 5 583.60	R 5 583.60
1.5	UIF (full salary bill)	1%		R 2 034.60
<b>2</b>	<b>HHH Administration Expenses</b>			
2.1	Voice & Data Allocation / Allowance	3 x 12 months	R 250.00	R 9 000.00
2.2	Stationery Allocation / Allowance	4 quarters	R 525.00	R 2 100.00
<b>3</b>	<b>University Open Days</b>			
3.1	<u>Open Day 1</u> <i>Indicate date and institution planned: ..... on .... / ..... / 2024</i>			
3.1.1	Transport: 22-seater bus	Return Trip	R	R
3.1.2	Lunch Packs for passengers & driver: <i>Snack:</i> Muffin or sandwich with cheese, fruit, 500ml water and fruit juice <i>Lunch:</i> Burger (chicken and beef options), packet of Simba chips, 500ml water, 330ml cooldrink (Coca-Cola, Fanta, Sprite and/or Stoney)	23 packs	R	R
3.2	<u>Open Day 2</u> <i>Indicate date and institution planned: ..... on .... / ..... / 2024</i>			
3.2.1	Transport: 22-seater bus	Return Trip	R	R
3.2.2	Lunch Packs for passengers & driver: <i>Snack:</i> Muffin or sandwich with cheese, fruit, 500ml water and fruit juice <i>Lunch:</i> Burger (chicken and beef options), packet of Simba chips, 500ml water, 330ml cooldrink (Coca-Cola, Fanta, Sprite and/or Stoney)	23 packs	R	R
3.3	<u>Open Day 3</u> <i>Indicate date and institution planned: ..... on .... / ..... / 2024</i>			
3.3.1	Transport: 22-seater bus	Return Trip	R	R
3.3.2	Lunch Packs for passengers & driver:	23 packs	R	R



	<i>Snack:</i> Muffin or sandwich with cheese, fruit, 500ml water and fruit juice <i>Lunch:</i> Burger (chicken and beef options), packet of Simba chips, 500ml water, 330ml cooldrink (Coca-Cola, Fanta, Sprite and/or Stoney)			
4	<b>Annual tertiary and further education black &amp; white publication for distribution to Grade 12 and unemployed youth. 200 per school.</b>	600 copies	R	R
5	<b>Matric Parent Information Sessions (one per school)</b>	3 sessions	R	R
6	<b>Programme Facilitation and Management Fees</b>	..... %	R	R
<b>TOTAL COST (excl. VAT)</b>				<b>R</b>
VAT 15% <i>(Only if VAT registered)</i>				R
<b>FINAL TOTAL COST (incl. VAT)</b>				<b>R</b>

**Note 1:** All items within the Pricing Schedule must be priced. Should any item not be priced it will be deemed to be free of charge at a cost of R0.00 and the delivery of the item will still be the responsibility of the successful bidder.

**Note 2:** Additional items to enhance and add value to the programme for the Project Company's consideration may be submitted but kept separate from the Pricing Schedule above.

**Note 3:** Each HHH currently has an allocated laptop that will be used for this programme.

**Note 4:** Non-VAT vendors must ensure that their prices are all inclusive and NOT add VAT to the Final Total Cost. Bidders who are not VAT registered will not be able to claim VAT at 15%.