



**REQUEST FOR PROPOSAL**  
**NORTH WEST PARKS BOARD**  
*REF: NWPB/RFP/AWTI/006/2018*

**PROPOSAL FOR ACCREDITED WILDLIFE TRAINING INSTITUTIONS**

The North West Parks Board invites suitably qualified service providers with extensive experience to submit proposals from accredited wildlife training institutes to provide support to the field rangers training programme for a period of twelve months.

The details of proposal needed are as follows;

Conduct the selection process of applications received  
Conduct the field ranger training programme with own trainers, assessors and moderators acting under the auspices of the same training institute.  
Conduct a thorough induction programme during which the training programme requirements and contracts will be explained to the learners.  
Conduct accredited firearms training (including materials/ manuals and ammunition).  
Vet the training venue as identified by NWPB and make recommendations on any additional requirements/ changes needed.  
Provide the theory contact training materials for the modular training to be presented on set dates as per the implementation plan.  
Provide mentor/ workplace assessment support in the workplace for the learners (if required) and also train the mentors/workplace supporters.  
Include the list of the required equipment and resources for the training in the quotation documents, as this will be procured by NWPB

**EVALUATION CRITERIA:** First level of Short-listing: Completion of all documentation required and duly completed bid document  
Second level of Short-listing: Functionality, a minimum of **70** points scored.  
Final level of Short-listing: Price and empowerment score **80** points for price.  
**20** points (to claim these points bidders must submit their B-BBEE status Level Verification Certificate)

**QUALIFYING CRITERIA:**  
Company Profile and proof of experience  
Certified Copies of Professional Registration Certificates  
Latest Audited Financial statements  
Central Supplier Database (CSD) Registration  
Valid Original Tax Clearance Certificate

**TENDER DEPOSIT:** A non refundable deposit of R200-00 (cash only) is payable for this document.

**TENDER DOCUMENTS:** DOCUMENTS WILL BE AVAILABLE ON E-PORTAL AS FROM **THE 21<sup>ST</sup> DECEMBER 2018,**  
Also **FROM 07<sup>TH</sup> JANUARY 2019**, from the Supply Chain Manager, Heritage House, Cookes Lake,  
Mafikeng, during office hours: 08h00 to 16h30,

**TENDER CLOSING:** **18<sup>TH</sup> January 2019 at 11:00am.**

TECHNICAL QUERIES MAY BE DIRECTED TO THE GENERAL MANAGER:BUSINESS RESOURCES HR ON, 018 397 1524 OR BETTY@NWPB.ORG.ZA  
PROCUREMENT RELATED QUERIES MAY BE DIRECTED TO THE SUPPLY CHAIN MANAGER ON 018 397 1500 ALTERNATIVELY ON [FLAKEY@NWPB.ORG.ZA](mailto:FLAKEY@NWPB.ORG.ZA), DURING OFFICE HOURS.

BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT THE NORTH WEST PARKS BOARD HEAD OFFICE AT HERITAGE HOUSE, COOKES LAKE –MAHIKENG (NO FAX OR EMAIL SUBMISSIONS WILL BE ACCEPTED). NO LATE SUBMISSIONS WILL BE ACCEPTED. NWPB RESERVES THE RIGHT NOT TO ACCEPT ANY BID. NWPB RESERVES THE RIGHT TO WITHDRAW THE BID AT ITS OWN DISCRETION.

**(North West Parks Board supports the principle of Broad Based Black Economic Empowerment and same will be a consideration in tender adjudication. North West Parks Board does not bind itself to accept the lowest or any tender. And does not accept responsibility for any costs incurred by a third party in the development/preparation of the tender proposal)**