



REQUEST FOR PROPOSAL (RFP): INVITATION FOR SERVICE PROVIDERS FOR THE PROVISION OF MATERIALS DEVELOPMENT TO THE NECT FOR A PERIOD OF THREE (3) YEARS.

BID NUMBER: NECT/2026/05/002

RFP SUBMITTED BY:

Name of Company: National Education Collaboration Trust

Contact Person: Martha Nkosi

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NECT: SCM ENQUIRIES	TECHNICAL ENQUIRIES
Contact person: Martha Nkosi	Contact Person: Martha Nkosi
Tel: 012 752 6200	Tel: 012 752 6200
E-mail: <u>scm@nect.org.za</u>	Email : <u>scm@nect.org.za</u>
CLOSING DATE:	29 May 2026
CLOSING TIME:	11:00
COMPULSORY VIRTUAL BRIEFING SESSION:	Join:
DATE: 13 May 2026	https://teams.microsoft.com/meet/332760878870334?p=QQYtKpQkCu1mI6pTSH
TIME : 10:00-11:00	Meeting ID: 332 760 878 870 334
TENDER VALIDITY:	Passcode: gH36AV3y
	90 DAYS
SUBMISSIONS: HEAD OFFICE (GAUTENG)	The bid documents may be delivered or couriered (at sender's risk) to the NECT, 272 West Avenue Lakefield Office Park, Ground Floor Block D, Centurion , in good time so as to reach the NECT before the above-mentioned closing date and clearly indicated attention supply chain management unit .The bid documents will be accepted on condition that it is handed to the procurement official assigned. Please note that the submission should be between 08:00 and 16:00 from Monday to Friday, however on the 29 th of May 2026 (Last day) the cut-off time will be 11:00 as stated above.
Address: 272 West Avenue, Block D Lakefield office Park, Centurion, 0163	



MANDATORY DOCUMENTS

CONDITIONS FOR COMPLETING BID DOCUMENTS (FAILURE TO COMPLY/SUBMIT ANY OF THE DOCUMENTS STATED BELOW, MAY RESULT IN DISQUALIFICATION)

Document	Comments	Submitted? (Yes / No)
Tax Clearance Certificate	Certificate must be original and valid	
Declaration of interest	Fully signed	
Preference Points in terms of PPPFA of 2017	Completed and points claimed allocated as per BBBEE certificate and fully completed and signed	
Certified copies of Original of Company Registration Documentation NB: Certification stamp must be original and no more than 3 months old as at date of closing of tender	1. Certificate of registration; 2. Change of name certificate (if applicable) 3. Register of directors, and most current registered business address. (Company Registration: CM1 and CK1, Change of Name Certificate: CM9, Latest Registered address: CM22, Most current register of directors CM29 and CK2)	
Total Bid Price	Bidders to complete price schedule or provide a separate financial proposal	
Vat Registration Certificate	If applicable	
BBBEE Certificate & BBBEE Statement or Sworn Affidavit	Valid certified copies submitted	
Company Profile	Bidders must submit a detailed company profile outlining the structure of the company, years of experience, core business activities, and details of current and previous clients/customers relevant to the services required under this RFP.	



TERMS OF REFERENCE

The National Education Collaboration Trust (NECT) herewith invites proposals from interested service providers to submit Proposals for the materials development services.

1. ENTITY BACKGROUND

The NECT was formed in July 2013 as a response to the call by the National Development Plan (NDP) for increased collaboration among stakeholders to improve educational outcomes.

The NECT is an organisation dedicated to strengthening partnerships with civil society, trade unions and government at national and provincial levels to achieve South Africa's national goals for basic education. It strives both to support and to influence the agenda for reform of education.

The organisation is based on the principle that collaboration and focused effort by important role players increases our power as a nation to secure the changes needed to deliver quality education to all our children.

The NECT's point of departure is that government, business, labour and civil society have different but complementary roles to play in relation to education. The provision of basic education for the general population is the responsibility of the government which is uniquely equipped to fulfil this overarching mandate. Business, labour and civil society Civil society, with its diversity and flexibility, can support government by innovation and accelerated delivery. Business, labour and civil society Civil society becomes more relevant and more influential when channelling its efforts in a coordinated way into the national education system.

2. OBJECTIVE AND SPECIFICATIONS OF THIS RFP

The purpose of this Request for Proposals (RFP) is to invite suitably qualified and experienced service providers to submit proposals for the development, design, and layout of educational materials for the NECT.

The selected service provider should have proven experience in and will be expected to support the organisation in strengthening teaching and learning outcomes through the provision of high-quality, curriculum-aligned educational content and materials. This includes learner and teacher support materials across key programmes such as early grade reading and foundational mathematics interventions in all of South Africa's 11 official home languages. Proven experience in languages and mathematics across the full GET band is desirable.



This RFP seeks a service provider capable of delivering end-to-end material development services, including content development, instructional design, editing, design and layout, and production support. The services will provide materials that are pedagogically sound, contextually relevant, visually engaging, and aligned with national education priorities and curriculum standards - including the Curriculum and Assessment Policy Statements (CAPS) and the Annual Teaching Plans (ATPs)

3. SCOPE OF WORK

The appointed service provider will be responsible for delivering comprehensive, end-to-end material development and programme support services to the NECT. The scope of work includes, but is not limited to, the following components:

3.1 Stakeholder Engagement and Coordination

- a) Work closely with NECT counterparts
- b) Engage and collaborate with key stakeholders, including the Department of Basic Education (DBE), Provincial Education Departments (PEDs), and other partners.
- c) Facilitate workshops, co-creation sessions, and consultation meetings.
- d) Establish and maintain alignment protocols and collaborative frameworks across stakeholders.
- e) Document and incorporate stakeholder inputs and feedback into programme and material development.
- f) Provide regular progress updates and reports.

3.2 Deliverables

Approved Learning and Teaching Support Materials (LTSM): Designed and print-ready materials.

The appointed service provider will also be required to deliver the following:

3.2.1 Programme Strategy and Technical Support

- a) Provide strategic advisory support to strengthen the design, implementation, and sustainability of education improvement programmes.
- b) Support the reconceptualization and refinement of existing programmes in language/ reading and numeracy/ Mathematics across the full GET band.

- c) Participate in programme planning sessions, technical working groups, and stakeholder workshops.
- d) Ensure alignment of programme design and delivery with national education priorities, policies, and frameworks (e.g., CAPS and ATPs).
- e) Provide ongoing technical guidance to ensure integration across reading, mathematics, and other key learning areas.

3.2.2 Content Development and Educational Materials

- a) Develop, review, and revise high-quality Learning and Teaching Support Materials (LTSM), including:
 - Teacher Guides
 - Workbooks
 - Anthologies
 - Graded Readers
 - Core Readers
 - Posters
 - Phoneme and Grapheme charts
 - Flashcards
 - Resource Packs
- b) Support the development of Mathematics, Home Language and EFAL materials across relevant phases.
- c) Ensure all materials are age-appropriate, pedagogically sound, and contextually relevant.
- d) Align all content with curriculum standards and assessment requirements.
- e) Incorporate inclusive education principles and differentiated learning strategies.

3.2.3 Design and Layout of Materials

The service provider will:

- a) Design and format educational materials for both print and digital platforms.
- b) Develop consistent visual identity elements, including covers, templates, icons, and illustrations.
- c) Produce learner-friendly layouts that enhance readability, engagement, and comprehension.

- d) Integrate visual learning aids (e.g., infographics, diagrams, and charts) to support understanding.
- e) Provide digital versions of all resources.
- f) Write workshop reports and stakeholder engagement summaries.
- g) Conduct research and needs analysis reports where necessary.

3.2.4 Communications and Reporting

- a) Develop a detailed implementation plan with milestones and timelines, per project.
- b) Submit regular progress reports (monthly/quarterly as agreed).
- c) Participate in review meetings and provide status updates on deliverables.

3.3 Quality Assurance and Review

- a) Implement quality assurance processes for all developed materials.
- b) Conduct pilot testing where applicable and refine materials based on feedback.
- c) Ensure accuracy, consistency, and alignment across all outputs.
- d) Submit materials for approval in line with agreed governance processes.

3.4 Timeliness

The appointed service provider will be required to deliver the contracted tasks in accordance with agreed timelines, ensuring that all phases of the material development process are completed efficiently and within the required timeframes.

The appointed service provider will be expected to propose a detailed timelines per task, including key milestones, deliverables, and review points for each phase.

All timelines should allow for:

- Iterative review cycles;
- Stakeholder engagement and approvals; and
- Sufficient quality assurance prior to final sign-off.



The overall project duration and sequencing of deliverables should be structured to ensure the timely availability in line with programme implementation requirements.

4. SUBMISSION AND PROCESSING OF PROPOSALS

- a) All proposals must be submitted on company letterheads.
- b) All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System or a Registered Auditor approved by the Independent Regulatory Board of Directors (IRBA) OR AN Accounting Officer as contemplated in the Close Corporation Act (CCA) to claim preference points or sworn affidavit for B-BBEE exempted micro enterprises.
- c) **Late and incomplete submissions** will not be accepted.
- d) In bids wherein the **consortiums and joint ventures** are involved, an agreement fully signed by all partners involved must be submitted.

5. REASONS FOR DISQUALIFICATION

A service provider may be disqualified failure to comply with the following:

- a) Provision of a valid Tax clearance certificate by the closing date.
- b) Submitting information that is fraudulent, factually untrue, or inaccurate.
- c) Failure to attach a declaration of interest.
- d) Failure to attach company registration (for both parties in case of joint venture/consortium).
- e) Failure to attach a B-BBEE certificate or sworn affidavit.
- f) Failure to attend a compulsory virtual briefing session.
- g) Failure of service provider to indicate previous experience in software development / application customisation.

6. EVALUATION METRICS & CRITERIA



In terms of good corporate governance, a supplier should not be appointed where there is an existing real or perceived conflict of interest. Confirmation is required from each service provider that there are no existing or perceived conflicts of interest affecting independence.

- a) This RFP will be conducted in accordance with NECT procurement policy.
- b) Shortlisted service providers may be invited to provide a presentation to the NECT on their proposed solution, at their own cost.
- c) In accordance with the NECT procurement policy, the proposal evaluation process shall be carried out in three (3) steps, namely:
 - **Step 1: Mandatory requirement**
 - **Step 2: Functionality evaluation**
 - **Step 3: BEE and Pricing (rates)**
- d) Service Providers will be evaluated on functionality as spelled out in Step 2 below. The proposals that score points which exceed the minimum threshold provided on functionality will be invited to proceed to Phase 2 (submission of full and costed proposal).
- e) The evaluation criteria for the assessment of the proposals will be based on qualitative and quantitative aspects of the proposal.

7. SUBMISSION REQUIREMENTS

Step 1: Mandatory requirements

The failure to meet the following requirements or to provide the information requested below, may lead to an immediate disqualification.

The following documents must be attached with the submission:

- a) BBBEE Certificate or Exempted micro enterprise certificate signed by Registered auditor.
- b) Tax clearance certificate.
- c) Declaration of interest.
- d) Company registration documents including Identity documents of Directors.
- e) Banking details – original cancelled cheque or bank statement/ Confirmation letter.

Step 2: Functionality Evaluation

Minimum required score for functionality is 75 points out of 100 points and any bidder scoring less than 75 points will not be considered for further evaluation.

CRITERIA	MAX POINTS
1. Relevant Experience in the bidder's area of expertise: The service provider must demonstrate relevant experience in delivering education improvement programmes (supported by list of projects and values), including: • Programme strategy, design, and technical advisory support • Development of Learning and Teaching Support Materials (LTSM) (e.g. Teacher Guides, Learner Books, Anthologies, Resource Packs, Readers) • Implementation of education programmes across GET band • Curriculum-aligned content development in literacy, numeracy, and other subjects Scoring: • 8 to 10-years' experience: 30 Points • 5 to 7 years' experience: 20 Points • 3 to 5 years' experience: 10 Points	30
2. Portfolio evidence: The service provider must submit three (3) contracts/purchase order and reference letters confirming successful delivery of projects within the last five (5) years in the following areas: • Development of educational materials (Teacher Guides, Learner Books, Anthologies, Readers, etc.) • Programme implementation and support (district support, coaching, mentoring, workshops) • Research and/or publications related to curriculum, literacy, numeracy, or learning improvement Scoring: • Contracts/purchase orders exceeding R5 million with valid reference letters: 30 Points.	30

CRITERIA	MAX POINTS
- Contracts/purchase orders between R3 million and R5 million with valid reference letters: 15 Points - Contract between R1 million and R3 million with valid reference letter: 5 Points - Contract less than R1 million: 0 Points	
3. Skills and expertise for resources to be deployed to the project (attach CV's and Qualifications): The service provider must demonstrate that the proposed project team possesses the required qualifications, technical competencies, and relevant experience in educational content development, Curriculum design and alignment, Programme implementation and support, Coaching, mentoring, and capacity building and Research, reporting, and knowledge management. Bidders must submit detailed CVs, certified Copies of qualifications and relevant professional registrations where applicable. Scoring: 10 years or more experience in materials development, programme implementation, or education sector support in relevant fields/subjects: 20 Points 5–10 years' experience in material development, programme implementation, or education sector support in relevant fields/subjects: 10 Points 1- 5 years' experience in material development, programme implementation, or education sector support in relevant fields/subjects: 5 points	20
4. Methodology and Approach The service provider will adopt a structured, phased approach to deliver high-quality, user-friendly teaching and learning materials aligned with programme objectives and stakeholder expectations. Approach: - Review & Analysis: Identify gaps through assessment of existing materials and stakeholder input - Design & Development: Develop and revise content aligned with curriculum, phonics progression, and morphological awareness	20

CRITERIA	MAX POINTS
- Quality Assurance: Ensure consistency and alignment with DBE standards and literacy best practices - Design & Rebranding: Improve layout, accessibility, and visual appeal - Stakeholder Engagement: Incorporate feedback through iterative review processes - Finalisation & Handover: Deliver approved materials in editable, implementation-ready formats Deliverables: Materials will be structured, consistent, accessible, and suitable for diverse classroom contexts. Project Management: Clear timelines, milestones, and version control processes will ensure efficiency and ongoing relevance.	
Total	100

Methodology and Approach scoring	
SCORING	
Very Good: 16-20	Important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of their area of expertise.
Good: 10-15	The approach is tailored to address the specific objectives and requirements and is sufficiently flexible to accommodate changes that may occur during the execution. There is a fair degree of details that facilitate understanding of the proposed work plan.
Satisfactory: 6-10	The approach does not adequately deal with the critical characteristics of the project. All key activities are included in the activity schedule but are not detailed
Poor: 1-5	Proposal/work plan is poor and is unlikely to achieve project objectives and requirements. The plan omits important tasks and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing.

Step 3: Preference point system

Bidders who scored overall score of 75 points and above will be evaluated on price and specific goals.

Quotations above will be evaluated on 80/20 preference points system (PPPFA), where 80 is for price and 20 for specific goals.

Points will be awarded to a bidder for attaining the specific goals in accordance with the table as listed in the bid documentation.

The following table would apply for allocation of preference points :

Specific Goals (PPPFA sec 2 (1) (d) Enterprises	Number of points (80/20 system)	Proof to be submitted to claim specific goals
Owned by black people (50% or more)	5	Valid B-BBEE certificate or Affidavit
Owned by black people who are youth	5	Certified ID copies of directors
Owned by Black people who are woman (30% or more)	5	Valid B-BBEE certificate or Affidavit
Owned by black people with disabilities	5	Medical certificate
TOTAL	20	

Bidders are required to provide proof of claim for each specific goal and failure to provide proof, zero will be allocated on that specific goal.

8. PRICING (RATE) SCHEDULE (INDICATIVE)

The bidders may propose the alternative pricing schedule.

Resource level	Rate Per word	Rate per hour	Rate per day
Development			
Versioning			

9. TERMS AND CONDITIONS OF THE BIDDERS

- 9.1 NECT reserves the right not to award the bid/project/contract.
- 9.2 NECT reserves the right to call for interviews with short-listed bidders before final selection.
- 9.3 Successful Bidder/s may be invited for presentation when deemed necessary.
- 9.4 NECT reserves the right to negotiate price with the preferred bidder.
- 9.5 NECT reserves the right to appoint more than one (1) service provider.
- 9.6 The NECT is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the NECT have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the NECT website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 9.7 The NECT reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the NECT.
- 9.8 The NECT reserves the right to award this bid as a whole or in part.
- 9.9 The NECT reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 9.10 The NECT reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 9.11 The NECT reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the NECT to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 9.12 The NECT reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered)
- 9.13 The NECT reserves the right of final decision on the interpretation of its tender requirements and responses thereto.
- 9.14 The NECT reserves the right to consider professional conduct and experience it had with any bidder which rendered similar services to the NECT in the past 5 years over and above the references put forward by the bidder in its response.



APPENDIX A 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 interest 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 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 consortium 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 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 PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Signature

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Date

.....

Position

.....

Name of bidder