



REQUEST FOR BIDS

RFB NUMBER : SHRA/RFB/CEO/01/202627

CLOSING DATE : 30 October 2026

TIME : 11H00

DESCRIPTION : **APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED PUBLIC RELATIONS AGENCY TO PROVIDE PROFESSIONAL PUBLIC RELATIONS, MEDIA RELATIONS, DIGITAL COMMUNICATION, REPUTATION MANAGEMENT, EVENTS COVERAGE, BRAND AWARENESS AND PUBLICATION SUPPORT SERVICES TO THE SOCIAL HOUSING REGULATORY AUTHORITY FOR A PERIOD OF THREE (3) YEARS.**

BRIEFING:

Yes

☐

No

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DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. Background
2. RFB Submission Conditions and Instructions
3. Terms of Reference
4. Evaluation Criteria
5. Evaluation Process

SECTION B

1. Special Conditions of Bid and Contract
2. General Conditions of Contract (Annexure A)
3. Invitation to Bid (SBD 1)
4. Pricing Schedule (SBD 3.3)
5. Declaration of Interest (SBD 4)
6. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1)
7. Submission Checklist

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SECTION A

1. BACKGROUND

The Social Housing Regulatory Authority (“the SHRA”) is an entity established in terms of section 7 of the Social Housing Act No.: 16 of 2008, accountable to the Minister of the National Department of Human Settlements and the Parliament of the Republic of South Africa. The SHRA is classified as a national public entity listed under Schedule 3A of the Public Finance Management Act (Act 1 of 1999) (“PFMA”).

The SHRA has been operational since January 2011, with a mandate to regulate, invest in and capacitate the social housing sector. The social housing programme aims to deliver affordable rental housing for low to medium income groups, currently these are households whose income levels are between R1 850 and R22 000. There are social housing projects throughout all nine (9) provinces.

The delivery and management of social housing units and projects is done through accredited Social Housing Institutions (SHIs) and private sector companies known as other delivery agents (ODAs) collectively defined as social housing landlords (SHLs).

1.1 MISSION

To ensure there is quality housing for lower to middle-income households in integrated settlements by investing in, enabling, regulating, and transforming the affordable social housing rental market, in collaboration with all strategic partners.

1.2 VISION

Quality, affordable rental homes - harmonious communities.

1.3 FUNCTIONS

- Promote awareness and development of social housing, enabling environment for the growth and development of the Social Housing Sector;
- Provide advice and support to the NDoHS in its development of policy for the social housing sector and facilitate national social housing programmes;
- Provide best practice information and research on the status of the social housing sector;
- Support provincial governments with the approval of project applications by SHIs and assist, where requested, in the process of the designation of restructuring zones;

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- Enter into suitable agreements with Social Housing Institutions and Other Delivery Agents for the protection of the government's investment in social housing;
- Enter into agreements with provincial governments and the National Housing Finance Corporation and debt financing institutions to ensure that implementation by these entities is coordinated;
- Provide financial assistance to SHIs through grants to enable them to develop institutional capacity, gain accreditation as SHIs, and submit viable project applications;
- Accredite institutions meeting accreditation criteria as SHIs and maintain a register of SHIs. In addition, conduct compliance monitoring through regular inspections and enforce compliance where necessary;
- Approve, administer, and disburse institutional investment grants and capital grants and obtain applications for such grants through engagement with provincial governments and municipalities;
- Make rules and regulations in respect of the accreditation of SHIs and the disbursement of government funds to them; and
- The SHRA is empowered to intervene if it is satisfied on reasonable grounds that there has been maladministration by a SHI.

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2. RFB SUBMISSION CONDITIONS AND INSTRUCTIONS

2.1 FRAUD AND CORRUPTION

- 2.1.1 All bidders are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2.2 COMPULSORY BRIEFING SESSION

- 2.2.1 There will be **NO** compulsory briefing session for this Request for Bids (RFB).

2.3 CLARIFICATIONS/QUERIES

- 2.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) to nevarit@shra.org.za by **Friday, 23 October 2026 at 16H00**. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.

2.4 SUBMITTING BIDS

NB: ONE HARD COPY AND ITS SOFT COPY IN USB FORMAT.

- ☐ The USB must be sealed in a clearly marked envelope (bidders are advised to clearly mark the envelope with their Company name, the description of the bid and the bid number)
- ☐ The bid document must be saved in a Portable Document Format (PDF)
- ☐ Faxed or e-mailed bids will not be accepted.
- ☐ RFB number: **SHRA/RFB/CEO/01/202627**
- ☐ Closing date and time **30 October 2026 at 11H00**

Documents submitted on time by bidders shall not be returned.

2.5 LATE BIDS

- 2.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11H00 or any time thereafter. Bids arriving late will not be considered under any circumstances.

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- 2.5.2 Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 2.5.3 Bids sent to SHRA via any other mechanism (other than personal delivery in the bid box by the bidder) shall be deemed to have been received on the date and at the time of arrival at the SHRA premises (tender/bid box or reception). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

2.6 FORMAT OF BIDS

- 2.6.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bids should be concise, written in plain English and simply presented.
- 2.6.2 Bidders are to set out their bids in the following format:

Part 1: Invitation to Bid

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing Schedule

Bidders must complete and submit the pricing schedule document.

The appointed Service Provider will:

- Bidders are expected to provide an all-inclusive cost per project excluding disbursements and clearly indicating:
- Claim travel costs applicable to this contract as per the agreed rates at contracting time.
- Book only economy class flights and preferably Group B rental/hire vehicles are to be used for Service Providers.
- Book accommodation in line with the allowable rates as published by the National Treasury in Instruction Note 1 of 2024/25.

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable

Part 3: Declaration of Interest

Each party to the bid must complete and submit the Declaration of Interest.

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Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022

Bidders must complete and submit the Preference Points Claim Form.

A trust, consortium or joint venture:

- ☐ will qualify for points for their specific goals as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- ☐ will qualify for points for their specific goals as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Part 5: Broad Based Black Economic Empowerment Certificate

Bidders are to submit an Original/Certified copy of a valid B-BBEE Certificate.

- ☐ A trust, consortium or joint venture will qualify for points for their specific goals as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid or a letter from an Accounting Officer/ Auditor or a sworn affidavit in terms of the Amended B-BBEE Codes for Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

Part 6: General Conditions of Contract

Bidders must initial each page of the General Conditions of Contract and submit with their bid document.

Part 7: Technical approach

Bidder must at least:

Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. Bidders are required to have the basic office equipment and the resource/s (which must include, laptop, internet connection, landline, own office with the basic office equipment). The bidder may be required to come

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on site where the work will be done. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.

Describe how the work will be managed. Provide an entity chart clearly indicating:

- ☐ The lines of reporting and supervision within the bidder's team.
- ☐ The lines of reporting between the bidder and SHRA.

Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.

Describe the tasks, duties, or functions to be performed by staff in these positions.

Indicate the number of hours required to complete each task and the number of hours to be provided by each team member. The bidder must be able to work within strict timelines and have the capacity to do so.

Provide information on any additional value-added services for consideration by SHRA, and which will form part of the overall proposed solution. Please note that any additional value-added services must be priced separately in the section provided for in the pricing schedule.

Bidders are to present such information in a table format. The following is provided merely as guidance. Bidders are free to elaborate as they see fit.

Outcome/ output	Activity	Team member(s) involved (name and position)	Person days for each team member	Total person days

Provide a work plan of activities. In addition to providing details of the estimated number of workdays for each activity, bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.

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Part 8: Team Details

The bidder must provide:

- ☐ A comprehensive curricula vita (relevant to this bid and limited to two pages). In particular, the CV must highlight the team member(s) experience and qualifications to carry out the work.

Part 9: Experience in this field

It is essential the service provider displays:

- ☐ Experience as set out in the terms of reference.
- ☐ The Bidder must provide at least five (5) contactable reference letters on company letterheads of previous clients where the Bidder provided similar services.

Part 10: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration.

2.7 PRESENTATIONS

- 2.7.1 SHRA reserves the right to invite Bidders for presentations before the award of this Bid. Only Bidders who have met the minimum functionality criteria will be invited to presentation.

2.8 NEGOTIATION

- 2.8.1 SHRA has the right to enter negotiations with a preferred bidder regarding any terms and conditions, including price(s), of a proposed contract.

2.9 REASONS FOR REJECTION

- 2.9.1 SHRA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 2.9.2 SHRA may disregard the bid of any bidder if that bidder, or any of its directors:
 - 2.9.2.1 have abused the Supply Chain Management systems of SHRA.
 - 2.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 2.9.2.3 have failed to perform on any previous contract and the proof exists.

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- 2.9.3 Such actions shall be communicated to the National Treasury after following the blacklisting process.

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3. TERMS OF REFERENCE

3.1. PURPOSE

The purpose of this project is to appoint a service provider that will assist the SHRA Marketing and Communications Unit to flesh out and roll out the recently approved public relations (PR) strategy.

The purpose of the SHRA PR strategy is to strengthen SHRA's ability to proactively manage its reputation, improve stakeholder trust, and enhance public understanding of its mandate within the human settlements sector. The strategy responds directly to key organisational challenges, including limited visibility, inconsistent narrative control, and the need for more structured and impactful stakeholder engagement.

This approach positions PR as a strategic organisational function, focused on transitioning SHRA from reactive communication to a more proactive, coordinated, and measurable reputational management model. It further seeks to position SHRA as a visible, accessible, and people-centred regulator, while strengthening its leadership voice within the sector.

The strategy outlines:

- A clear articulation of PR within the SHRA context, including media relations, stakeholder engagement, leadership positioning, and crisis communication
- Priority audiences spanning beneficiaries, policymakers, sector stakeholders, and internal audiences
- A targeted, multi-channel approach combining on-the-ground engagement, media platforms, and digital communication
- Key messaging aimed at improving awareness, trust, and accessibility of social housing
- Scalable implementation options aligned to budget scenarios and organisational priorities

Importantly, the strategy emphasises practical, high-impact interventions, particularly at community level, including clinic, SASSA offices, municipalities, and social housing

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developments, supported by community radio and digital platforms to ensure reach and inclusivity.

The anticipated outcomes include improved awareness of SHRA's mandate, increased stakeholder engagement, stronger institutional credibility, and reduced reputational risk through more proactive communication and earlier issue identification.

The PR Strategy should extend beyond crisis management and be positioned as a proactive function, complimenting and feeding into all marketing and communications initiatives.

The PR implementation plan must clearly distinguish between public relations activities, reputation management, media relations and stakeholder engagement on the one hand, and marketing, advertising and promotional activities on the other.

Identification of priority publications and journalists, the rationale for targeted media engagement, and clear protocols for managing reputational risks and responding to sector-related media matters.

3.2.SCOPE OF WORK

The SHRA seeks to appoint a suitable, capable, and competent service provider ideally located in the Gauteng province with a national footprint with the ability to operate in all 9 provinces. The appointed service provider will assist the SHRA's Marketing and Communications Unit as and when required to deliver a wide spectrum of public relations services in support of the purpose outlined in section 2 above and the PR Strategy.

The SHRA has a fully functioning Marketing and Communications Unit with the following objectives:

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- Communicating the activities of the SHRA and aligning them to the vision and mission of the Organization
- Creating various platforms and ensuring SHRA stakeholder-related engagements have a reach to the intended audience.
- Showcasing and demonstrating the success of the SHRA by ensuring people understand our national role and mandate
- Providing thought-leader content to drive policy and other issues

The appointed service provider will be responsible for assisting the SHRA in the following areas:

The successful bidder must incorporate SHRA's approved programme of commemorative and human rights days into the PR implementation plan to ensure consistent messaging, media exposure and stakeholder engagement throughout the year.

3.3.PUBLIC RELATIONS MANAGEMENT

A project and roll out plan are required as part of the proposal. This should include elements such as media relations, media plan, liaising, brand and awareness campaigns, digital media, stakeholder engagement, internal and external communication and intergovernmental communication PR tactics. The successful Public Relations Agency will be expected to perform the following responsibilities:

The successful bidder must develop and submit a detailed PR Implementation Plan for SHRA's review and approval within thirty (30) days of appointment.

3.3.1. Social media

Social media platforms are a tool of critical engagement with our stakeholders even though they carry certain amount of risky brand exposure. The SHRA requires social media support in respect of the following:

- Develop an implementation plan to enhance the SHRA's current social media platforms and recommend additional platforms. The plan must include a strategy to increase the number of social media-reach and recommend any new trends for consideration and implementation.

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- Develop a content plan as per the communication plan and PR strategy
- Social media posts on various online platforms as and when required in line with the communications (comms) strategy and PR strategy.
- Produce an analytic report on performance, monitoring the activities on all social media platforms that are used by SHRA and recommend constructive interventions.

3.3.2. Media relations (Frequency: as and when required)

- Media Relations Strategies.
- Build onto the Key Messages outlined in the PR Strategy and any other information provided by the unit.
- Brand Messaging based on the PR strategy and other information provided by the unit.
- Thought Leader Messaging based on the PR strategy and other information provided by the unit.
- Campaign Messaging based on the PR strategy and other information provided by the unit.
- Support and coverage at events based on the PR strategy and other information provided by the unit.
- Media monitoring and rapid response plan.
- Identify publicity opportunities and coordinate exclusive media rapid responses.
- Reputation Management and Crisis Management, in line with the SHRA Business Continuity Management Plan
 - This includes defining SHRA's responses to sector-related media challenges, identifying preferred journalists, and outlining protocols for issuing statements, which are distinct from community outreach or marketing activities
- Media Buying, Advertorials and Partnerships.
- Develop Owned Media (Pre-During-Post events).
- Paid Media - Coordinate Media Partnership.
- Media Training for SHRA spokespersons.

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- Include the identification of key publications and journalists, the rationale for engaging specific media outlets, and clarity on how and when messages would be placed

3.3.3. Events Coverage (Frequency: as and when required)

- Campaigns Activations/Webinars/Conferences/Indabas/Seminars.
- Apply Paid Media, Earned Media, Shared Media and Owned Media (PESO) Model for the planning of events.

3.3.4. Brand Awareness

The PR Agency will assist in the creation of awareness of the SHRA's mandate for brand positioning to build relations with key stakeholders through marketing and various communication channels such as:

3.3.5. Publications

Assist in the reviewing and editing of documents for online publishing. Examples of such documents required from time to time include:

SHRA Newsletter (Frequency: Quarterly)

- Web-based newsletter with clickable links
- Create content as per client brief
- Assist in online publishing of the newsletter

SHRA Articles (Frequency: As and when published)

- Sharing updates with stakeholders

3.3.6. SHRA Database Monitoring

- Restructuring of the contacts database
- Create an application (App) for storage of all stakeholders' database
- SHRA and the PR agency to be able to send bulk mails
- Monitor database for all stakeholders

3.4. DURATION OF CONTRACT

The duration of the contract will be three years (36 months) from the start date.

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3.5.REQUIRED SKILLS AND EXPERIENCE

The following is required:

3.5.1. Skills:

- The team leader must be equipped with at least a degree or equivalent in marketing, communications, corporate communications, brand management, digital marketing and public relations;
- Team members must have a degree or equivalent in any of the following fields: marketing, communications, corporate communications, brand management, digital marketing, and public relations.

3.5.2. Experience

- Team leader must have a minimum of 10 years' experience in respect of developing and implementing public relations strategies, plans and activities; communication and marketing strategies incorporating various elements such as internal communication platforms, reputation management, crisis communication, traditional media, digital and social media, events, advertising and stakeholder engagements.
- The team members must each have a minimum of three years' experience in the areas of public relations strategies; communication and marketing strategies incorporating various elements such as writing, editing, design, internal communication platforms, reputation management, crisis communication, traditional media, digital and social media, events, advertising and stakeholder engagements.

3.6.ACCOUNTABILITY AND REPORTING

- The service provider will report to the Marketing and Communications Manager of the SHRA and will be accountable to the SHRA CEO.
- Project Initiation Document (PID) will be developed and signed upon appointment which will outline in the scope of work.

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3.7. CONSTRAINTS AND ASSUMPTIONS

It is expected that the appointed service provider will put together a competent team of individuals with expertise in each of the work streams relating to this assignment.

3.8. FINANCIAL PROPOSAL

Financial proposals will be compared based on the total evaluated amount inclusive of VAT and all other related costs.

The services will be required on an “as and when required” basis for a period of three (3) years. For evaluation purposes only, bidders must complete the pricing schedule below based on the estimated quantities provided by SHRA. The estimated quantities are not a guarantee of work volumes or expenditure. SHRA will issue written briefs or task orders as and when services are required, and payment will only be made for approved, delivered and accepted services.

Description	Estimated quantity for evaluation purposes	Unit rate excl. VAT	Total excl. VAT
PR Implementation Plan and roll-out plan	1 plan	R	R
Social media implementation plan	1 plan	R	R
Social media content plan	36 plans	R	R
Social media posts across approved platforms	360 posts	R	R
Social media analytics report	36 reports	R	R
Media relations strategy / plan	1 plan	R	R
Media statement / press release	36 releases	R	R
Key messages / brand messaging pack	12 packs	R	R
Thought leadership article / stakeholder update	18 articles	R	R
Media monitoring and rapid response report	36 reports	R	R
Reputation / crisis communication support	120 hours	R	R

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Event PR support and coverage	18 events	R	R
Newsletter content, editing and online publishing support	12 editions	R	R
Media training for SHRA spokespersons	6 sessions	R	R
SHRA Database Monitoring	36 months	R	R
Subtotal			R
VAT @ 15%			R
Total evaluated price inclusive of VAT			R

The evaluated price will be used for bid evaluation and comparison purposes only. The appointment of the successful bidder shall not constitute a commitment by SHRA to procure all or any of the estimated quantities. Services will be requested through written task orders as and when required, subject to budget availability and operational need.

Bidders must also provide the hourly and/or daily rates applicable to each proposed team member category, including senior consultant/team leader, consultant/specialist, and junior consultant/support resource. These rates must be used to substantiate the fixed deliverable prices submitted. SHRA may use the applicable DPSA Guide on Hourly Fee Rates for Consultants, or any other relevant public sector benchmark, to assess the reasonableness of proposed professional fees.

Third-party costs, including but not limited to media buying, advertising placement, printing, venue costs, travel, accommodation, photography, videography, paid digital campaigns and subscriptions, must be quoted separately as reimbursable costs and may only be incurred with SHRA's prior written approval. No work may commence without a written task order or brief issued by SHRA, confirming the required deliverables, timelines, applicable approved rate or fixed fee, and reporting requirements.

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3.9. INTELLECTUAL PROPERTY

The service provider will be contracting with the SHRA. The work to be done will be for the SHRA. All records and data produced through this project in whatever format will be the confidential information and property of the SHRA; and

All information, documents and records received from the SHRA and any of the related bodies, are to be kept confidential and may not be used or distributed in any format. All data, product including but not limited to standard forms information summary outcomes, presentations and reports will remain the confidential property of the SHRA and may not be used or distributed in any format without the written approval of the SHRA. To this end the service provider will be required to sign a confidentiality agreement and comply with the POPI Act 4 of 2013.

3.10. DISCLAIMER:

- The SHRA has not appointed external consultants to liaise with bidders on any matter. Any matter and or queries regarding this bid will be channelled in writing through the Supply Chain Management Unit of the SHRA.
- SHRA issues this invitation for bids in good faith; however, it reserves the right to:
 - To appoint more than one service provider should the need arise.
 - Cancel or delay the selection process at any time, without explanation,
 - Not to select any of the respondents to this bid invitation, without explanation,
 - Exclude certain services, without explanation
- The SHRA has no tolerance for fraudulent and corrupt activities.
- Any solicitation or any attempt to solicit bribes from bidders by SHRA employees is prima facie unlawful and must be reported.
- If a bribe is paid, the SHRA will not be liable for the financial loss as no payments will be requested by any SHRA employee or committee member to ensure a successful bid outcome.
- Fraud, bribery, and corruption is unlawful and the SHRA will disqualify any bidder invited from further consideration in the tender process.
- All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of SHRA is the Chief Executive Officer or his/her written authorised delegate.

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4. EVALUATION CRITERIA

Bidders will be evaluated on functionality based on the criteria set out below. The functionality evaluation will assess the bidder's capacity, capability, relevant experience, proposed methodology, project team, tools and references in relation to the scope of work contained in this Terms of Reference. Only bidders who meet the minimum functionality threshold of 70% will proceed to the next stage of evaluation.

NO	ELEMENT	EVALUATION		WEIGHT	SCORE
		Rating	Criteria		
1	Bidder's understanding of the scope of work (10%);	1	No scope of work or irrelevant to the assignment.	10%	
		2	Scope of work is referred to but is inaccurate		
		3	Proposal indicates the exact scope of work as per the Terms of Reference		
		4	Reference to the full scope of work written in own understanding		
		5	Reference to the full scope of work, written in own words and provision of examples of similar type of projects the service provider has undertaken		
2	Methodology as to how the scope of work will be executed including a project plan (25%);	1	Short methodology that does not relate to the full scope of work	25%	
		2	Detailed methodology that does not relate to the full scope of work		
		3	Methodology that includes the full scope of work, required timeframes and deliverables		
		4	Methodology that includes the full scope of work, required timeframes and deliverables. Inclusion of a project plan which indicates activities and timeframes that adhere to the terms of reference.		
		5	Methodology that includes the full scope of work, required timeframes and deliverables. Inclusion of a project plan which indicates activities and timeframes that adhere to the terms of reference. Project plan also includes person days of work of each activity and the resource/s that will undertake each activity.		

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NO	ELEMENT	EVALUATION		WEIGHT	SCORE
		Rating	Criteria		
	Suitability of the proposed team, and experience:	Rating out of 5	Evaluation criteria		
3	The team leader must have a degree or equivalent in one or more of the disciplines (15%): - marketing, - communications, - corporate communications, - brand management, - digital marketing or - public relations	1	No submitted qualification in one or more of the disciplines mentioned	15%	
		2	The team leader has a diploma or equivalent qualification in one or more of the disciplines mentioned		
		3	The team leader has a degree or equivalent qualification in one or more of the disciplines mentioned		
		4	The team leader has an honours or equivalent qualification in one or more of the disciplines mentioned		
		5	The team leader has a Master or above qualification in one or more of the disciplines mentioned		
4	The team members must have a degree or equivalent in one or more of the disciplines (10%): - marketing, - communications, - corporate communications, - brand management, - digital marketing or - public relations	1	No submitted qualification in one or more of the disciplines mentioned	10%	
		2	The team members have a diploma or equivalent qualification in one or more of the disciplines mentioned		
		3	50% of the team members have a degree or equivalent qualification in one or more of the disciplines mentioned and others have at least a diploma in one or more of the disciplines mentioned		
		4	At least one (1) of the key team members has an honours degree or equivalent qualification in one or more of the disciplines mentioned and the other team members have bachelor's degrees and/or diplomas in one or more of the disciplines mentioned.		
		5	At least one (1) of the key team members has a master's degree or equivalent qualification in one or more of the disciplines mentioned and the other team members have honours and bachelor's degrees and/or diplomas in one or more of the disciplines mentioned.		
5	Team leader must have a minimum of 10 years' experience in respect of	1	The team leader has less than 5 years of experience in relation to the experience requirements listed under this element.	15%	

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NO	ELEMENT	EVALUATION		WEIGHT	SCORE
		Rating	Criteria		
	(proof of experience, attach CV): (15%) - developing and implementing public relations strategies, - plans and activities; - communication and marketing strategies incorporating various elements such as internal communication platforms, reputation management, crisis communication, traditional media, digital and social media, events, advertising and stakeholder engagements.	2	The team leader has more than 5 - 9 years of experience in relation to the experience requirements listed under this element.		
		3	The team leader has a minimum of 10 years of experience in relation to the experience requirements listed under this element.		
		4	The team leader has more than 10 but less than 15 years of experience in relation to the experience requirements listed under this element.		
		5	The team leader has more than 15 years of experience in relation to the experience requirements listed under this element.		
6	The team members must each have a minimum of 3 years' experience in the areas of: - Public relations strategies; - Communication and marketing strategies incorporating various elements such as writing, editing, design, internal communication platforms, reputation management, crisis communication, traditional media, digital and social media, events,	1	None of the proposed key team members has at least three years' relevant experience in relation to the experience requirements listed under this element.	10%	
		2	Fewer than 50% of the key team members have at least three years' relevant experience in relation to the experience requirements listed under this element.		
		3	All key team members have at least three years' relevant experience requirements listed under this element.		
		4	All key team members have at least three years' experience, and at least 50% have six or more years' relevant experience requirements listed under this element.		

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NO	ELEMENT	EVALUATION		WEIGHT	SCORE
		Rating	Criteria		
	advertising and stakeholder engagements. (10%).	5	All key team members have at least six years' relevant experience in relation to the experience requirements listed under this element.		
	Suitability of the bidder:	Rating out of 5	Evaluation criteria		
7	Track record of the company (Reference Letters) - minimum of five (5) signed reference letters on the client's letterhead, indicating the duration of the project, dates, contact details of the client, and project description. These should show the service provider has undertaken similar assignments above (within the past two (2) years from the closing date of this tender) (15%).	1	1-2 letter Included in the submission	15%	
		2	3-4 letters included in the submission		
		3	5 letters included in the submission		
		4	6 - 7 letters included in the submission		
		5	8 or more letters included in the submission		

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5. EVALUATION PROCESS

COMPLIANCE WITH MINIMUM REQUIREMENTS

All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.

FUNCTIONALITY EVALUATION

All remaining bids will be evaluated as follows:

The functionality calculation will be done based on the defined criteria and weighting thereof. Functionality will be scored out of a 100. If it is deemed necessary, presentations may be held with Bidders who have met the minimum functionality criteria. If presentations are held, the functionality score will be adjusted whereby 50 percent will be awarded to the original functionality evaluation and 50 percent will be scored for the average presentation score. **If a bidder fails to score a minimum of 70% out of 100% for overall functionality (including presentation where applicable), the bid will be disregarded from further consideration.**

ELIMINATION OF BIDS ON GROUNDS OF FUNCTIONALITY

Bids that score less than 70% of the 100% available for functionality will be eliminated from further consideration. Points will therefore not be awarded for their cost bids or for specific goals.

The percentage scored for functionality should be calculated as follows:

Each bidder shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score. The following formula should then be used to convert the total score to a percentage for functionality:

$$Ps = \frac{So}{Ms} \times Ap$$

where

Ps = percentage scored for functionality by bid/bid under consideration

So = total score of bid/bid under consideration

Ms = maximum possible score

Ap = percentage allocated for functionality

The percentages of each panel member shall be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality.

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After calculation of the percentage for functionality, the prices of all bids that obtained the minimum score for functionality should be taken into consideration.

OBJECTIVE CRITERIA

SHRA intends to use objective criteria, where the points difference between the bidder that scored the highest points and the second-ranked bidder is within 15%, the right is reserved to award to the bidder that scored highest on specific goals (80/20 principle).

6. PRESENTATIONS

- a) SHRA may decide to have compulsory presentations made by shortlisted Bidders who met the minimum functionality criteria once the functionality score has been calculated.
- b) Presentations shall only affect the marks awarded for functionality.
- c) If the date of the presentation meeting is not indicated in the bid document, at least three days' notice will be given to bidders required to attend a presentation.
- d) Presentations will be made to the full Evaluation Committee.
- e) Points determined by the presentation will be awarded to each bidder by each member of the Evaluation Committee and then an average calculated.

7. AWARDING OF PREFERENCES POINTS

- a) Points for specific goals will be awarded according to the table indicated in the preference points claim form(s).

8. COMBINING PRICE AND PREFERENCE POINTS

- a) In accordance with PPPFA Act No. 5, 2000 (f), the contract must be awarded to the tenderer who scores the highest points unless objective criteria justify the award to another tenderer.
- b) SHRA intends to use objective criteria, where the points difference between the bidder that scored the highest points and the second-ranked bidder is within 15%, the right is reserved to award to the bidder that scored highest on specific goals (80/20 principle). In the event of a tie, a proportionate follow through will be applied.

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9. ADJUDICATION OF BID

- a) The Adjudication Committee will consider the recommendations and make the final award. The successful bidder that will be appointed is the bidder that will meet the minimum threshold of 70% for functionality and are tax compliant as per their CSD certificates

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SECTION B

1. SPECIAL CONDITIONS OF CONTRACT

1.1. GENERAL

- 1.1.1. Proper bids for the services specified must be submitted.

1.2. ADDITIONAL INFORMATION REQUIREMENTS

- 1.2.1. During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted in writing, within five (5) working days or as otherwise indicated. Failure to comply may lead to your bid being disregarded.

1.3. CONFIDENTIALITY

- 1.3.1. The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
- 1.3.2. All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding the SHRA or of its activities to any other entity or individual. The bidders may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.

1.4. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT

- 1.4.1. Copyright of all documentation relating to this contract belongs to the SHRA. The successful bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.
- 1.4.2. All the intellectual property (IP) rights arising from the execution of this Agreement shall vest in SHRA and the Service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.
- 1.4.3. In the event that the service provider would like to use information or data generated by the service, the prior written permission must be obtained from SHRA.
- 1.4.4. SHRA shall own all materials produced by the Service provider during this contract, or as part of the service including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs,

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concepts, and other information whether capable of being copyrighted or not ("IP").

1.4.5. The Service provider assigns all IP rights in respect of all materials referred to in clause 1.4.4 to SHRA. No other document needs to be executed to give effect to this cession, assignment, or transfer.

1.4.6. The Service provider hereby irrevocably cedes, assigns, and transfers to SHRA, as SHRA directs, all rights, title and interest in and to all IP (which includes but is not limited to methodologies and products) connected with or applicable to the Services.

1.4.7. The Service provider acknowledges and agrees that:

1.4.7.1. Each provision of clause 1.3 is separate, severally, and separately enforceable from any other provisions of this agreement.

1.4.7.2. The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this agreement; and

1.4.7.3. This clause 1.3 shall survive termination of this agreement.

1.5. NON-COMPLIANCE WITH DELIVERY TERMS

1.5.1. As soon as it becomes known to the Service provider that he will not be able to deliver the goods/services within the delivery period and/or against the bid price and/or as specified, the SHRA must be given immediate written notice to this effect. The SHRA reserves the right to implement remedies as provided for in the GCC.

1.6. WARRANTIES

1.6.1 The Service provider warrants that it is able to conclude this Agreement to the satisfaction of the SHRA.

1.6.2 Although the Service provider will be entitled to provide services to persons other than SHRA, the Service provider shall not without the prior written consent of SHRA, be involved in any manner whatsoever, directly, or indirectly, in any business or venture which competes or conflicts with the obligations of the Service provider to provide the Services.

1.7. PARTIES NOT AFFECTED BY WAIVER OR BREACHES

1.7.1 The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.

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1.7.2 No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

1.8.RETENTION

1.8.1. On termination of this agreement, the Service provider shall on demand hand over all documentation, information, software, etc., relating to the provision of services as per this bid without the right of retention, to the SHRA.

1.8.2. No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall.

2. GENERAL CONDITIONS OF CONTRACT

2.1 The General Conditions of Contract must be accepted. The general conditions applicable to government entity bids, contracts and order are attached herein as **Annexure A** as they will apply to this bidding process.

2.2 Bidders are required to initial each page of the General Conditions of Contract as an indication of acceptance.

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INVITATION TO SUBMIT BIDS

YOU ARE HEREBY INVITED TO PROPOSE FOR REQUIREMENTS OF THE SHRA

RFB NUMBER: SHRA/RFB/CEO/01/202627 **CLOSING DATE:** 30 October 2026

CLOSING TIME: 11H00

DESCRIPTION: APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED PUBLIC RELATIONS AGENCY TO PROVIDE PROFESSIONAL PUBLIC RELATIONS, MEDIA RELATIONS, DIGITAL COMMUNICATION, REPUTATION MANAGEMENT, EVENTS COVERAGE, BRAND AWARENESS AND PUBLICATION SUPPORT SERVICES TO THE SOCIAL HOUSING REGULATORY AUTHORITY FOR A PERIOD OF THREE (3) YEARS.

VALIDITY PERIOD: Proposal to be valid for 120 days from the closing date of the bid.

The successful bidder will be required to fill in and sign a written Contract Form.

BID DOCUMENT MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Supply Chain Management
Social Housing Regulatory Authority
Sunnyside Office Park
3rd Floor, Sentinel House
32 Princess of Wales Terrace
Parktown
Faxed or e-mailed bids will not be accepted.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

All bids must be submitted on the official forms (not to be re-typed).

This RFB is subject to the following:

- ☐ General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
- ☐ the Preferential Procurement Policy Framework Act, 2000
- ☐ the Preferential Policy Regulations, 2022
- ☐ Bids submitted that do not comply with the following will be disqualified
- ☐ A late Bid (a bid arriving one second after 11H00 or any time thereafter)

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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SHRA/RFB/CEO/01/202627	CLOSING DATE:	30 October 2026	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED PUBLIC RELATIONS AGENCY TO PROVIDE PROFESSIONAL PUBLIC RELATIONS, MEDIA RELATIONS, DIGITAL COMMUNICATION, REPUTATION MANAGEMENT, EVENTS COVERAGE, BRAND AWARENESS AND PUBLICATION SUPPORT SERVICES TO THE SOCIAL HOUSING REGULATORY AUTHORITY FOR A PERIOD OF THREE (3) YEARS.				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
NAME OF REPRESENTATIVE					
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 ☐ Yes ☐ No		[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 PART B:3]
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.					

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PART B

SBD 1

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.
3.11. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.3. 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 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.

TOTAL BID PRICE (ALL INCLUSIVE)

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

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PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:

BID NO.: SHRA/RFB/CEO/01/202627

CLOSING TIME: 11H00

CLOSING DATE: 30 October 2026

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1.	The accompanying information must be used for the formulation of proposals.	
2.	Bidders are required to indicate a ceiling price based on the estimated quantities contained in the detailed pricing schedule in the Terms of Reference. The ceiling price must include all applicable taxes and all professional fees required to deliver the services for evaluation purposes.	R.....

PERSON WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	-----days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days

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- 5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----			R.....
-----			R.....
-----			R.....
-----			R.....

TOTAL:

**"all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----			R.....
-----			R.....
-----			R.....
-----			R.....

TOTAL: R.....

6. Period required for commencement with project after Acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

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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 interest¹ 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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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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 consortium² 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

² 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.

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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 PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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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

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

1.2 To be completed by the organ of state

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

- (c) Price; and
- (d) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
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.

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2. DEFINITIONS

“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.

- (a) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (b) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (c) **“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
- (d) **“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 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration

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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 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 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 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 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 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 and provide supporting evidence.

Specific goals towards Historically Disadvantaged Individuals (HDI)	Preference Point system	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with % ownership by a person/s who are Women scored on a sliding scale from 1 to 10	10	
Enterprises with % ownership by a person/s who are Youth/ Persons living with disabilities on a sliding scale from 1 to 10	10	
Total Points allocated to Specific Goals	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name _____ of
company/firm.....
- 4.4. Company _____ registration _____ number:
.....
- 4.5. TYPE OF COMPANY/ FIRM _____

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- 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:	
	
	

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BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

DETAILS	TICK BY BIDDER
Completed and signed the invitation to bid document (SBD 1)	
Pricing Schedule (SBD 3.3)	
Completed and signed the declaration of interest document. <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <u>must</u> complete and sign the declaration of interest document)</i>	
Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)	
Submitted an original/ certified copy of a valid BBBEE Certificate. <i>(In case of a trust, consortium or joint venture, bidders will qualify for points for their specific goals as an unincorporated entity, provided that the entity <u>submits their consolidated B-BBEE scorecard</u> as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</i>	
Submitted the General Conditions of Contract (initialled each page)	
Submitted the Technical approach	
Submitted the Details of the team and included their CV	
Submitted Experience in the field document and reference letters	
Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration.	
CIPC Document	

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