



traditional affairs

Department:
Traditional Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER FOR RISK AND COMPLIANCE MANAGEMENT SYSTEMS WITH A MAINTENANCE AND SUPPORT AGREEMENT OF THREE YEARS

BENEFICIARY	DEPARTMENT OF TRADITIONAL AFFAIRS
CONTACT PERSON	GLADMAN NDLOVU
PHYSICAL ADDRESS	509 PRETORIUS STREET, PENCADIA 1,3RD FLOOR, ARCADIA, PRETORIA, 0001.
PROJECT NAME	APPOINTMENT OF A SERVICE PROVIDER FOR THE APPOINTMENT OF SERVICE PROVIDER FOR RISK AND COMPLIANCE MANAGEMENT SYSTEMS WITH A MAINTENANCE AND SUPPORT AGREEMENT OF THREE YEARS
Bid No:	DTA/ODG/RCM/01/2023/24
CLOSING DATE	08 March 2024@ 11am
FORM OF SUBMISSION	Hand delivery Physical address
PHYSICAL ADDRESS	3RD FLOOR PENCARDIA 1 BUILDING (OLD MUTUAL BUILDING) 509 PRETORIUS STREET ARCADIA

1. PURPOSE OF THE PROJECT

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The purpose of the project is to support the documenting, tracking, measurement, management, and reporting of Enterprise Risk Management (ERM) and Compliance Management.

2. INTRODUCTION AND BACKGROUND

The Department of Traditional Affairs (DTA) seeks to appoint a suitably qualified and experienced service provider specialising in an automated, integrated Risk and Compliance Management software solution in line with the provisions of the PFMA, Public Sector Risk Management and ISO 31000.

The unit operate with one official the ERM and Compliance management software will assist to reduces the time associated with risk management processes and improves the efficiency and productivity of the entire process of risk assessment, planning, scheduling, preparation, execution, review, report generation, trend analysis, committee reporting, issue tracking and administration.

The appointed service provider will be required to provide but not limited to:
Enterprise Risk Management (ERM) and compliance software solution (onsite) to support the documenting, tracking, measurement, management, and reporting of enterprise and compliance risks.

3. INVITATION FOR QUOTATIONS

Quotations are requested from suitably qualified/certified Software companies or firms, individuals and consortia to assist the Department.

4. PROJECT DURATION

The project should be completed within a period of thirty-six months from the date of appointment.

5. OBJECTIVES OF THE PROJECT

- To appoint a service provider who will assist the Department to support the documenting, tracking, measurement, management, and reporting of enterprise and compliance risks.
- The system should be based on universally accepted best practice methodology, to enable DTA to adopt and be compliant with frameworks such as COSO, ISO 31000, Risk Management Institute etc.
- Combined planning for Internal Audit, Risk Management, and Compliance assurance activities within the DTA
- The system must have dashboard capabilities.
- The system must allow for integration between modules.
- Ability to provide all licenses required to implement the System with the capability for potential growth in the future.
- The system will be used by at least 12 main User and must allow for guest users.
- The System must have reporting and analytical capabilities.
- Support and maintenance on the system for the duration of the contract.

6. SCOPE OF WORK AND TIMELINES

The appointed service provider will be required to provide but not limited to:

- Supply, delivery, installation, and configuration of the Enterprise Risk Management and Compliance management software,
- The application should be a web-based software for all licensed users and provide access for users to do the following:
 - Capturing and updating of risks
 - Rating of risks
 - Capturing and updating of controls
 - Capturing action plans against identified risks
 - Update progress on action plans
 - View all risks and actions allocated to the user.
- The system that can be accessible both online and offline. If used offline, the system must be able to run and update the information immediately when run online.

- Generate incidents monitoring (dashboard reports, and tracking actions)
- The system that indicates the risk appetite and tolerance threshold.
- The system that provides Risk Matrix and prioritization of risks with summary of risk reports for different risk categories e.g., operational, strategic, projects etc.
- Be able to generates and sends email reminders to risk owners and action/task owners on implementation of action plans as per the target dates.
- Ability to provide for review of work, version control on such reviews should be provided for.
- The system that will be able to consolidates different assurance reports into an integrated report.
- The system that can allow the uploading and downloading of evidence and other documents.
- The system that allows the risk owner to monitor and track the changes and be able to provide audit trail on who last made changes on each risk on the system
- Any software vulnerabilities identified by DTA need to be addressed by the service provider.
- Provide compliance task management.
- Provide compliance dashboards and reporting for management
- Issue quarterly law monitors to update Act owners on new legislation and changes.
- Conduct trainings and transfer skills

6.1. DELIVERABLES OF THE SERVICE AND TIMEFRAMES

- Web based Risk Register;
- Web based Compliance universe;
- Dashboard's reports;
- Attendance of Management meetings;
- Training and/or Skills Transfer plan; and
- Close-up report and aftercare.

7. SPECIFICATION

The Service Provider must have:-

- a) Registered membership with professional bodies;
- b) Knowledge of Government prescripts/risk frameworks;
- c) Knowledge of ISO 31000;
- d) Sufficient capacity to execute the COSO Framework Requirements;
- e) In depth understanding of the ISO standards;
- f) Report writing and presentation.

8. EVALUATION SYSTEM/CRITERIA 80/20

8.1 EVALUATION METHODS

The bid will be evaluated in three (3) stages –

STAGE 1 –PREQUALIFICATION

Mandatory requirements-failure to submit the mandatory requirements will disqualify this bid from further consideration.

1. A detailed company profile.
2. Completed and appropriately signed Standard Bidding Documents: SBD 4,

NON – MANDATORY REQUIREMENTS

SBD 1, SBD 6.1 and SBD 3

CSD report

SARS pin

BBBEE

NB: ANY PROPOSAL THAT DOESN'T COMPLY WITH ANY OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED

8.2 STAGE 2: EVALUATION ON FUNCTIONALITY

Criteria	Maximum possible score

<p>1. Company's reliability, experience, reputation and long-term sustainability (Risk and Compliance Software)</p> <p>a) Less than 5 years relevant experience= 0 b) 5-7years relevant experience=5 c) 7 years relevant experience=10</p> <p>Bidders to provide five (5) contactable references in a table format as follows:</p> <table border="1" data-bbox="187 556 1283 837"> <thead> <tr> <th>Name of institution</th><th>email address</th><th>contact number</th><th>project name</th><th>Contract value</th><th>Duration of the contract</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Name of institution	email address	contact number	project name	Contract value	Duration of the contract													10
Name of institution	email address	contact number	project name	Contract value	Duration of the contract														
<p>2. Understanding of the milestones/deliverables and timelines to be included in a detailed project plan:</p> <p>a) Clear understanding of the milestones/deliverables and timelines to be included in a project plan = 2 b) Clear understanding of the milestones/deliverables and timelines to be included in a project plan and indicating the resources to be utilised=3</p>	5																		
<p>3. Risk Management Module Capabilities (Technical Specification):</p> <p>a) Generates a comprehensive risk register at all levels of the organisation incorporating Key Risk Indicators, Risk Appetite, Capacity and Threshold levels. The system must also have the functionality to control self-assessments & surveys. It must accommodate different types of risk registers= 2 b) The system that can be accessible both online and offline. If used offline, the system must be able to run and update the information immediately when run online= 2 c) The system must be able to generate and send email reminders to risk owners and action/task owners on implementation of action plans as per the target dates= 2 d) The system that can allow the uploading and downloading of evidence and other documents= 2</p>	50																		

<ul style="list-style-type: none"> e) The system that allows the risk owner to monitor and track the changes and be able to provide audit trail on who last made changes on each risk on the system= 2 f) Allows for voting on categories of risks= 2 g) Incident reporting on newly identified risks= 2 h) Escalation function from all levels not limited to the following: <ul style="list-style-type: none"> – Non-achievement of deadlines – Risk above acceptable tolerance – Showcase incidents on transversal risks in the organisation = 1 i) Provides an Organisation-wide view of the risk universe at strategic, operational, business unit and processes levels= 1 j) Provides various assessment methods including but not limited to surveys and workshops= 2 k) Provides standardised Risk Management templates for risk monitoring and reporting= 2 l) Enables the effective implementation of the Risk Management Framework with functionality to manage, monitor and track risks at all levels, including Risk Control Self Assessments= 1 m) Capture the identified risks, action plans, assessment and monitoring reports with flexible filter options= 1 n) Allows the controls to be captured at every level of risks identified and linked to risks and contributing factors and allow for rating of controls= 1 o) Able to capture/import existing risk register (to excel or word documents)= 1 p) Links risks to objectives/outcome identified in the Strategic Plan and Annual Plan= 2 q) Provides a risk dashboard for monitoring of risks by management= 1 r) Provides a Combined Assurance model= 2 	
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Compliance Module Capabilities

<ul style="list-style-type: none"> a) Provides an organisation-wide view of the compliance universe= 1 b) The system that can be accessible both online and offline. If used offline, the system must be able to run and update the information immediately when run online= 1 	
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<ul style="list-style-type: none"> c) The system must be able to generates and sends email reminders to task owners on implementation of action plans as per the target dates= 1 d) The system that can allow the uploading and downloading of evidence and other documents= 2 e) The system that allows the task owner to monitor and track the changes and be able to provide audit trail on who last made changes on each performance indicator on the system= 1 f) Enables the effective implementation of the compliance Management Framework with functionality to manage, monitor and track compliance at all levels including Control Self Assessments = 2 g) Escalation function from all levels not limited to the following: <ul style="list-style-type: none"> – Non-achievement of deadlines – Risk above acceptable tolerance – Showcase incidents on transversal risks in the organisation = 2 h) Captures compliance identification, assessment and monitoring reports with flexible filter options= 2 i) Allows the controls to be captured at every level and linked to legislation, regulations, policies, codes and instructions and contributing factors and allow for rating of controls= 2 j) Able to capture/import existing compliance register, CRMP from excel or CSV files= 1 k) provides a compliance dashboard for monitoring of compliance= 2 l) Provides for compliance requirements, obligations responsibility maps= 1 m) Has an accurate, integrated and customisable reporting functionality=2 n) Ability to be used by multiple users at the same time and ensure real-time updating= 1 	
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4.1 Qualifications of Team leader

15

The team leader will be scored on both qualifications and experience, (CV's to be attached)

- (a) Qualification as Certified Risk Management Practitioner (CRM Prac) designation (NQF6) = 2
- (b) Post graduate diploma/honours in Internal Audit/Risk Management = 3
- (c) Masters in Internal Audit/Risk Management = 5

<p>4.2 Experience of the team leader</p> <p>(a) 5-7 years' experience in Risk Management within Public/Private Sector =5</p> <p>(b) 7-10 years' experience in Risk Management within Public/Private Sector =7</p> <p>(c) Above 10 years' experience in Risk Management within Public/Private Sector =10</p>	
<p>5.1 Qualifications of team members</p> <p>The key personnel will be evaluated on both Qualifications and experiences(CV's to be attached) Bidder to note that only 2 resources will be evaluated.</p> <p>(a) Qualification as Risk Practitioner (NQF6) = 3</p> <p>(b) Qualification as Risk Officer (NQF7) = 5</p> <p>(c) Post graduate diploma/honours in Internal Audit/Risk Management = 7</p> <p>(d) Masters in Internal Audit/Risk Management = 10</p> <p>5.2 Experience of team members (Detailed CV's to be included):</p> <p>(a) 3-5 years' experience in Risk Management within Public/Private Sector =5</p> <p>(b) 5-7 years' experience in Risk Management within Public/Private Sector =7</p> <p>(c) Above 7 years' experience in Risk Management within Public/Private Sector =10</p>	20

BIDDERS WHO FAIL TO ACHIEVE A MINIMUM OF 65 POINTS OUT OF 100 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR EVALUATION ON STAGE THREE (PRICE AND BBBEE).

8.3 STAGE 3 PRICE AND SPECIFIC GOALS

- 8.3.1. Only Bidders that have met the **70** points threshold for functionality will be evaluated in phase 3 for price and preference points.
- 8.3.2. In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
 - The bid price (maximum 80 points)
 - Specific Goals (maximum 20 points)

Price Evaluation (80 Points)

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

The following formula will be used to calculate the points for price:

Where;

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

8.3.3. Specific Goals Evaluation (20 Points)

Specific Goals Points allocation

A maximum of 20 points may be allocated to a bidder for attaining the specific goals in accordance with the table below:

DTA'S SPECIFIC GOALS	POINTS	
SPECIFIC/PREFERENTIAL GOALS	80/20	90/10
B-BBEE compliance based on section 10 of the BBBEE Act 53 of 2003 as amended by act 46 of 2013	8	4
Black ownership (51% or More)	4	2
Women ownership (51% of More)	4	2
Youth	2	1
People with Disabilities	2	1

B-BBEE status level of contributors	Number of points (80/20 system)	B-BBEE status level of contributors	Number of points (90/10 system)
1	8	1-2	4
2	7	3-4	3
3	6	5-6	2
4	5	7-8	1
5	4	Non-compliant contributors	0
6	3		
7	2		
8	1		
Non-compliant contributors	0		

Points for Specific Goals may be allocated to bidders on the submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1)
- B-BBEE Certificate
- CSD Report

9. FORM OF PROPOSAL

9.1 Pricing must include the following:

- a) Hourly rate of the bidder inclusive of value added tax
- b) Administrative costs inclusive of value added tax
- c) Any other costs (specify) inclusive of value added tax.
- d) The assignment will be done on time and cost basis.

10. SPECIAL CONDITIONS

- a) The service provider must provide the department with detailed CV's of the team leader and the staff members that will be working on the project.
- b) The service provider should provide the department with at least five (5) credible references of clients in the public sector to whom IT general reviews have been performed.
- c) The Department may conduct a site inspection during evaluation stage where deemed necessary. Service providers must provide their full physical address of their offices/plant of operation.

10.1 TRADITIONAL AFFAIRS RIGHTS

Traditional Affairs reserves the right to cancel this solicitation in whole or in part, at its sole discretion, at any time before the Agreement is fully executed. This RFQ does not commit Traditional Affairs to award an Agreement, to pay any costs incurred by bidders in the preparation of their proposals submitted in response to this RFQ, or to procure or contract for services. Traditional Affairs reserves the right to modify or cancel in whole or in part this RFQ, to reject any and all proposals, to accept the proposal it considers most favorable to Traditional Affairs' interests at its sole discretion. Traditional Affairs further reserves the right to reject all proposals and seek new proposals when Traditional Affairs considers such a procedure to be in its best interest. If there is any evidence indicating that two or more bidders are in collusion to restrict competition or are otherwise engaged in anti-competitive practices, the proposals of all such bidders shall be rejected. The evidence of such practices shall be reported to the relevant authorities.

Traditional Affairs reserves the right to hold discussions and/or negotiations with any individual or qualified company, to interview or not, to request additional information or revised proposals or to request best and final offers if it is in the best interest of Traditional Affairs to do so. However, Traditional Affairs may make an award without conducting any interview or negotiations; therefore, recommended service providers are encouraged to submit their best proposal at the outset.

10.2 INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP OF MATERIAL

All intellectual property rights relating to any work produced by the service provider in relation to the performance of this Contract shall belong to DTA. The service provider shall give DTA all the required assistance in protecting such intellectual property rights. All material, in paper, electronic or any recorded format produced by the service provider in the performance of this Contract shall remain the property of DTA and must be handed over to DTA within one month of the completion of the contract.

All service providers undertake not to infringe the intellectual property of third parties. Should any action or claim be instituted DTA emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service

providers hereby indemnify DTA against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

10.3 AMENDMENTS AND VARIATION

The terms of reference together with the offer made by the successful bidder and the acceptance thereof by DTA as well as the General Conditions of Contract shall constitute the formal agreement between DTA and the successful bidder. No amendment of this agreement, variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to in writing and signed by both parties.

The service provider shall be appointed as an independent contractor and DTA shall not be held liable for any obligations or liabilities arising out of the actions of the service provider.

The service provider does not have the right to bind DTA in any way during the execution of his /her mandate under this contract.

10.4 ASSESSMENTS

Assessments of the performance of the service provider will be conducted during the relevant periods in line with activities referred to in paragraph 5.2 and in accordance with the key deliverables. If there is dissatisfaction with the performance, written notice outlining the deficiencies will be provided to the service provider who will have 14 days to rectify the deficiency, failing which the contract will be terminated.

10.5 TERMINATION OF THE CONTRACT

If the service provider does not commence to work on the project, and after 14 days written notice addressed to his/her domicilium address to start still fails to start to work on the project, this contract may be cancelled forthwith.

This contract may be cancelled for reasons other than poor performance or breach of contract, by giving the service provider 14 days' written notice to rectify or address the cause of concern where-after DTA shall have the right to summarily cancel the contract upon written notice to the service provider.

10.6 COMMUNICATION

All contract technical communication must be done via the Chief Director: Office of Director General who is the designated contract Manager for the contract. Any other communication must be addressed to the Supply Chain Management office in writing by email: DTAQuotations@cogta.gov.za.

10.7 CONFIDENTIALITY

The existence of this agreement will be kept confidential as between the Company, DTA and the Appointed Consultant. It is recorded that each of the parties have agreed not to disclose details of the negotiations in this matter and the content of this Agreement and to regard them as consisting of confidential information. The parties specifically undertake not to disclose any such confidential information to any third party whomsoever (other to their respective shareholders) without the prior written consent of the other of them, save as may be required by law.

10.8 PRESENTATIONS TO EVALUATION PANEL

Short listed bidders may be required to present their proposal and to respond to questions from members of DTA bid evaluation committee. Bids from short-listed companies who fail to comply with this requirement may be disqualified.

10.9 COSTING

Costing should be inclusive of VAT, taxes and all costs associated with the project. No additional charges will be accepted by the department after issuing an official purchase order to the successful service provider.

10.10 REQUEST FOR PROPOSALS

All service providers are required to submit the proposals within the prescribed due date after the invitation of the RFP.

11. ENQUIRIES

Submit all enquiries preferable in writing for the attention of:

Administrative enquiries: **Mr Gladman Ndlovu**
: Email address: **DTAQuotations@cogta.gov.za**
: **012 334 0652**

Technical enquires: **Mr Jacob Mashishi**
: Email address: **JacobM@cogta.gov.za**
: **012 336 4802**



10ART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	CLOSING DATE:	CLOSING TIME: 11h00	
DESCRIPTION			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
509 Pretorius Street			
Pencardia 1 Building, 3 rd Floor			
Arcadia			
0083			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Hellen Mokoka	CONTACT PERSON	Judy Mokgothu
TELEPHONE NUMBER	012 334 4910	TELEPHONE NUMBER	012 334 0655
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	
SUPPLIER INFORMATION			
NAME OF BIDDER			
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] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSURE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> 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.			

PART B
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.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **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.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
4. PERSON AND POSITION

R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

HOURLY RATE	DAILY RATE
R.....

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, 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: R.....

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

Name of Bidder:

5.2 Other expenses, for example accommodation (specify, eg. 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.
.....
.....
.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

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.

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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

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.

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 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

**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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
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.

2. DEFINITIONS

- (a) “**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;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**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
- (e) “**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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$ or		$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

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 or 90/10 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 or 90/10 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 or 90/10 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 both the 90/10 and 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 either the 90/10 or 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole property
- 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: