
REQUEST FOR QUOTATION

RFQ 004-2022-23
Enquiries: Conory Mgwena
Tel: 012 315 5516
Email: rfq@gtac.gov.za

ATTENTION: PROSPECTIVE BIDDERS

RFQ 004-2022-23: THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORM MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)

The Professional Services Procurement (PSP) Unit within Government Technical Advisory Centre (GTAC) hereby invites credible suppliers to submit a quotation in response to the Terms of Reference attached hereto.

1. EVALUATION METHODOLOGY

1.1. The table below reflects the evaluation methodology for this Request for Quotation:

Evaluation Stage	Description
Administrative Compliance	Evaluation of documents cited in section 2 below. Documents must be submitted and duly completed and signed where required.
Technical Evaluation	Refer to the Terms of Reference (TOR).
Price and B-BBEE	80/20 Refer to section 4 below. Valid B-BBEE certificate/Affidavit and duly completed and signed SBD 6.1 and SBD 3.3 required.



REQUEST FOR QUOTATION

2. ADMINISTRATIVE COMPLIANCE

2.1. The following documents must be submitted for administrative compliance evaluation. Documents must be duly completed and signed (where applicable).

- a) SBD 1 - Invitation to Bid
- b) SBD 2 - Tax Clearance Certificate Requirements/ CSD registration report/MAA number
- c) SBD 4 - Bidder's Disclosure
- d) SBD 6.1 - Preference points claim form in terms of the preferential procurement regulations 2017 if applicable.
- e) B-BBEE Certificate/sworn Affidavit
- f) SBD 3.3 - Pricing Schedule
- g) Technical response (Response to technical evaluation criteria cited in the TOR)

3. TECHNICAL EVALUATION (REFER TO THE TOR)

- 3.1. Bidders are required to submit a technical proposal in response to the technical evaluation criteria cited in the Terms of Reference.
- 3.2. Bidders are required to meet the minimum score of 70% for the functionality evaluation to be considered for PPPFA evaluation

4. PRICE AND B-BBEE EVALUATION BASED ON THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) - (REFER TO THE SBD 6.1 FOR MORE DETAIL)

4.1. 80/20 Preference Points Evaluation

- a. In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential

Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids with a Rand value up to R50 million will be adjudicated by the State on the 80/20-preference point for Broad-Based Black economic empowerment in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Broad-based black Economic Empowerment as well as specific goals (maximum 20 points) as specified on SBD 6.1.



REQUEST FOR QUOTATION

5. GENERAL CONDITIONS

5.1. The following conditions will apply:

- Price quotation must be provided separately on the SBD 3.3 provided.
- Price(s) quoted must be valid for sixty (60) days from date of offer.
- Total cost must be inclusive of all applicable taxes (if no indication is given, quoted prices will be evaluated as all inclusive).
- Price (s) quoted must be within the RFQ threshold of R1 000 000.00 to be compliant and valid.
- Late or incomplete submissions will not be accepted. Failure to comply with this conditions will invalidate your proposal.

5.2. The following attachments must be submitted with the quotation:

- Standard Bidding Document (SBD) forms: (SBD 1, SBD2, SBD 3.3, SBD 4, SBD 6.1).

NB: Bidders will be disqualified if the bidder's disclosure (SBD 4) is found not to be true and complete in every respect.

- CSD registration report/number; and
- Valid B-BBEE Certificate/sworn affidavit if applicable.

6. SUBMISSION DETAILS AND CLARIFICATION

Submissions must be sent to: rfq@gtac.gov.za by 14:00 on 23 September 2022

GTAC will evaluate proposals in accordance with the evaluation methodology cited on per 1.1 above but is neither legally bound nor obligated to accept quoted rates and further reserves the right to negotiate professional rates around any quotation before the award of this RFQ.

Any clarification regarding this invitation or the Terms of Reference must be addressed to the aforementioned email address.

Yours sincerely



Aletta Mbuyane
Professional Services Procurement: Acquisition and Sourcing
Date: 13 September 2022



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ 004-2022-23	CLOSING DATE:	23 SEPTEMBER 2022	CLOSING TIME:	14:00 PM
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORM MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.					
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					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
		<input type="checkbox"/> No			
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		<input type="checkbox"/> A REGISTERED AUDITOR			
		NAME:			
[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 ENCLOSE 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 BELOW]	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	GTAC		CONTACT PERSON	Conory Mgwena	
CONTACT PERSON	Conory Mgwena		TELEPHONE NUMBER	0123155516	
TELEPHONE NUMBER	0123155516		FACSIMILE NUMBER	-	
FACSIMILE NUMBER	-		E-MAIL ADDRESS	rfq@gtac.gov.za	
E-MAIL ADDRESS	rfq@gtac.gov.za				

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:								
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>								
2. TAX COMPLIANCE REQUIREMENTS								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Application for a Tax Clearance Certificate

Purpose

Select the applicable optionTenders ☐ Good standing ☐

If "Good standing", please state the purpose of this application

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)																														
Trading name (if applicable)																														
ID/Passport no											Company/Close Corp. registered no																			
Income Tax ref no											PAYE ref no	7																		
VAT registration no	4										SDL ref no	L																		
Customs code											UIF ref no	U																		
Telephone no	C O D E					N U M B E R					Fax no	C O D E					N U M B E R													
E-mail address																														
Physical address																														
Postal address																														

Particulars of representative (Public Officer/Trustee/Partner)

Surname																														
First names																														
ID/Passport no											Income Tax ref no																			
Telephone no	C O D E					N U M B E R					Fax no	C O D E					N U M B E R													
E-mail address																														
Physical address																														

Tender number	<input type="text"/>
Estimated Tender amount	R <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/>
Expected duration of the tender	<input type="text"/> <input type="text"/> <input type="text"/> year(s)
Particulars of the 3 largest contracts previously awarded	
Date started	Date finalised

Are you currently aware of any Audit investigation against you/the company?.....

If "YES" provide details

YES	NO
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I the undersigned confirm that I require a Tax Clearance Certificate in respect of or .

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

- -

Date

Name of representative/agent

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

C

C

Y

Y

—

M

M

—

D

D

Date

Name of applicant/
Public Officer

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to-
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID NO: RFQ 004-2022-23**

CLOSING DATE AND TIME: 23 SEPTEMBER 2022 AT 14:00

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORM MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)

1. Services must be quoted in accordance with the table below (Hours also provided in the terms of reference)

Activity	Estimated Hours	Estimated Costs- (All applicable taxes included)
FY2022/23- Maintenance and support (60 monthly hours)	720	R
FY2022/24- Maintenance and support (60 monthly hours)	720	R
TOTAL COST OF THE ABOVE -MENTIONED ACTIVITIES AS ARTICULATED IN THE TOR		R

- 1.1. All project-related costs, i.e., professional fees, disbursements, etc. inclusive of VAT should be clearly highlighted. The bidder is expected to quote according to the following indicative table of estimated hours and the skills/expertise indicated in the TOR.

NB: The financial proposal for this assignment should cover for all assignment activities as per the Terms of Reference (ToR) including the potential disbursements

2. GTAC will make offers to successful bidder(s).
3. The bidder will be responsible for:
 - a. Provision of any office facilities including computers, telecommunications, stationery and administrative support as required.
 - b. Own transport and mobile communications.

- c. All travel and accommodation bookings for approved project travel. Clearly differentiate between professional fees and the disbursements in the tables above.

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

Any enquiries regarding technical enquiries may be directed to:

Email address: rfq@gtac.gov.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

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

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 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2

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

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price

quotations, advertised competitive bidding processes or proposals;

- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6

7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of
company/firm:.....

- 8.2 VAT registration
number:.....

- 8.3 Company registration
number:.....
- 8.4 TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]
- 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
-
-
-
-
-
- 8.6 COMPANY CLASSIFICATION
- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]
- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____ % black owned;
 - The enterprise is _____ % black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

TERMS OF REFERENCE

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORM MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)

PN 1027

BACKGROUND INFORMATION

Programme Identification

Tender reference:	RFQ 004-2022-23
Contracting authority	Government Technical Advisory Centre (GTAC), National Treasury
Name of project work stream	MFIP: K2 platform maintenance and support services provision
Budget Manager	Johnson Matshivha Acting Chief Director: MFIP
Purpose	Support services the MFIP Programme Management Unit (PMU) for the maintenance and support of the K2 platforms.
Planned start date	On or about 01 October 2022

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1 PURPOSE OF THESE TERMS OF REFERENCE

- 1.1. GTAC is seeking highly qualified, skilled, and experienced service providers to provide professional services to support the Office of the Accountant General (OAG) in the implementation of the Municipal Finance Improvement Programme (MFIP).
- 1.2. These terms of reference detail the general and specific qualifications, skills and experience requirements, the work that will be expected to be performed as well as other relevant contractual and working arrangements that will apply.
- 1.3. Offers will be accepted from service providers that propose to provide resources for this work. The basis for the evaluation will be the qualifications, skills, and experience of service providers.
 - Section 2 of this document outlines the restrictions applicable to this bid.
 - Section 3 sets out background information on GTAC, the OAG, MFIP IIIx and the sourcing process.
 - Section 4 sets out the specific requirements for service providers in terms of the stipulated focus areas and activities.
 - Section 5 sets out minimum submission requirements that will need to be met by bidders.
 - Section 6 outlines the criteria that will be used to evaluate the functionality of bids.
 - Section 7 sets out the general requirements expected from service providers.
 - Section 8 outlines important contractual conditions that will apply to successful bidders.

2 BACKGROUND INFORMATION

2.1 General

- 2.1.1 GTAC is an agency of National Treasury, established to provide advisory services, programme management and transaction support across all spheres of government. Its central mandate is to assist organs of state in building capacity for efficient, effective, and transparent public finance management and in implementing high-impact government initiatives.
- 2.1.2. GTAC contributes to public finance management capacity development and knowledge sharing by:
 - (a) Promoting collaborative and innovative approaches to service delivery challenges, in collaboration with partner institutions;
 - (b) Developing and adapting methodologies and tools designed to meet government and public-sector management requirements;

- (c) Communicating and publishing evaluation reports, case studies and research papers; and
- (d) Public finance professional development.

2.1.3. GTAC implements its mandate through a client-focused and project-based approach and collaborates with partners inside and outside government in the development and delivery of its services.

2.1.4. GTAC has been appointed by the Office of the Accountant General to appoint resources for phase IIIx of the Municipal Finance Improvement Programme (MFIP).

2.2 Office of the Accountant-General (OAG)

2.2.1. The OAG promotes and enforces transparency and effective management in respect of revenue expenditure, assets, and liabilities of institutions in all three spheres of government. This includes the administration of the National Revenue Fund (NRF), the Reconstruction and Development Programme Fund (RDPF), and Banking Services (BS) for national departments. The OAG is also responsible for developing policies and frameworks on accounting, internal audit and risk management.

2.2.2. Through its capacity development unit, the OAG is committed to building capacity for sound and transparent financial management, across all three spheres of government.

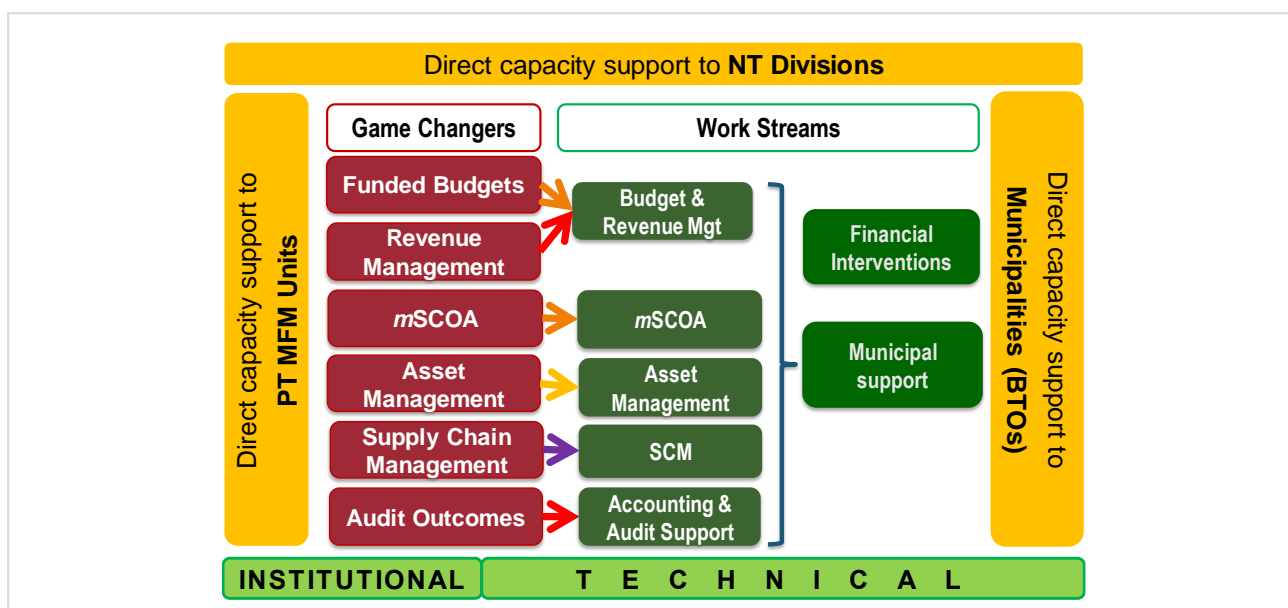
2.3 Background to MFIP IIIx

2.3.1. As a result of the persistent poor performance of municipalities over the past fifteen years, numerous support programmes and interventions have been initiated by both national and provincial governments in an effort to improve the capacity of local government, address inadequate service delivery issues, and enhance good governance through improved accountability and transparency.

2.3.2. The Municipal Finance Improvement Programme is incorporated into the National Treasury (NT) Strategic Plan, and currently institutionalised within the NT, in the Office of the Accountant-General (OAG). The overall strategic goal of the programme is to facilitate improvements in the management of the financial affairs of municipalities, and to facilitate effective implementation of the Municipal Finance Management Act (MFMA), Act 56 of 2003.

- 2.3.3. During the 2021/22 FY, the MFIP IIIx underwent an extensive evaluation conducted by the National Treasury Strategic Planning, Monitoring & Evaluation (NTSPME) unit on behalf of the Director-General. The evaluation sought to establish the extent of the impact achieved through MFIP. The evaluation further sought to determine the effectiveness, efficiency and relevance of the programme.
- 2.3.4. The results of the evaluation will contribute to the following:
- (a) Inform decision-making on the future of the programme;
 - (b) Improving accountability for where public spending is going and the difference it is making; and
 - (c) Increase learnings to inform what has worked and has not with regards to the programme.
- 2.3.5. The MFIP supports Pillar 3, Priority 6 of Government's Medium-Term Strategic Framework (MTSF: 2019 – 2024), in building a capable, ethical and developmental State as it relates to outcome 2, i.e. functional, efficient and integrated government.
- 2.3.6. The current MFIP IIIx, which commenced on 1 April 2020 was due to end on 31 March 2022, is a strategically driven programme of technical assistance aligned to the six LGFM game changers, designed to build the institutional and technical financial management capacity of NT, PTs and Municipalities. This is mainly achieved through the placement of Technical Advisors (TAs) within the MFMA support units of provincial treasuries, and the Budget and Treasury Office (BTO) of municipalities.
- 2.3.7. The Director-General approved a three-month extension of the current MFIP IIIx contracts as well as the advertisement of a new tender for the appointment of technical advisors for another 2 years with an option of a 1-year extension if required. This phase will commence on 01 July 2022 and will usher in the development of a new programme design and machinery as well as a managed transition into a new MFIP phase to be located within the IGR division of the National Treasury.
- 2.3.8. A core requirement for potential support under the MFIP IIIx is that the positions of Municipal Manager and Chief Financial Officer in municipalities and MFMA Co-ordinator and project counterparts (Directors) in PTs must be filled, or measures taken to fill such positions, before consideration for assistance will be given.

2.3.9. The MFIP IIIx operating model is set out in the figure below and illustrates the alignment of the integrated project work streams to the six LGFM game changers. It further shows the three modalities of providing direct institutional and technical capacity support to selected NT divisions, PT municipal finance units and the BTOs of identified



municipalities.

Figure 1: MFIP Operating Model

2.3.10. The MFIP Programme Management Unit (PMU) is responsible for providing the overall strategic leadership, oversight, management, and support required for the successful implementation of the Municipal Finance Improvement Programme. This include:

- Preparing the overall work programme;
- Managing the budget, formulating the scope of work, and executing specific project objectives; and
- Managing, monitoring, and evaluating the performance of all resources, policies, and programme implementation.

2.3.11. The PMU is led by a Chief Director who is supported by Directors and other Project Support officials. The PMU oversees the work performed by MFIP TAs deployed to the NT, respective PTs and participating municipalities.

2.3.12. The MFIP also works in close consultation with relevant NT Chief Directorates to ensure coherence of policy implementation and specialist support and the co-development of initiatives, tools and systems that can be used to strengthen overall improvements in the local government financial management space.

2.3.13. This ToR is primarily for a service provider who will support and maintain the Programme's K2 platform.

2.3.14. The specific requirements and reporting lines for the service provider are articulated in sections below of the ToR.

3 SPECIFIC REQUIREMENTS

3.1 Overall Objective

This ToR is for the appointment of a service provider who will be responsible for providing support and maintenance for the MFIP K2 applications for the purposes of stabilising and strengthening the business process automation environment. The following K2 workflows and applications were designed and developed/configured to date and will require support and maintenance services:

- Capture Effort application and admin panel
- Travel pre- authorisation and disbursement
- Monthly status report
- Complete deliverables
- Portfolio of evidence on capture effort (part of the capture effort app)
- Document review Application
- Knowledge Product Application
- Support Plan Application
- Technical Support Application
- Leave/ Absence Application
- Ad hoc task management
- Programme Dashboards
- Frequently Asked Questions Application
- Organogram Application
- Worklist Capture Effort reject application
- Email Template
- Feedback Application

3.2 Specific Scope of Work

The key activities per focus area over the duration of the project will include, but not limited to the areas highlighted below:

3.2.1. Maintenance and support services of the K2 solution as follows:

- Troubleshooting all K2 platforms and resolving system bugs i.e. breaking and non-breaking bugs;
- Provision of second-line technical support for user query resolution on the K2 platform;
- Troubleshooting of third-party applications (e.g. O365, Azure Database, PowerBI) which are integrated into the K2 platform; and
- To effect minor changes to the existing applications where functionalities need to be added on, changed and/ or deleted to enhance user experience.
- Conduct an annual K2 applications end-to-end testing to ensure efficiency of the K2 solutions are without any defects and workflows are in order and formulate an action plan on how to resolve the issues.
- Manage closely the updates implemented as part of regular maintenance by Nintex on all cloud-based K2 tenant platforms that may lead to system downtime.
- Maintain closely the security user access management within the K2 platform.

3.2.2. Other outputs as may be requested by the Project Manager for MFIP PMU.

3.3 Project timelines

- The indicative timeframe for the provision of maintenance and support services will be **from 1 October 2022 to 31 September 2024.**
- In order to maintain the K2 applications available to the programme stakeholders, continued support and maintenance i.e. SLA services are required to ensure business continuity through the procurement of **60 hours on a monthly basis.**
- Hours not utilised at the end of each month, must be carried over to the next month however hours which are not utilised will be forfeited at the end of the contract. The management of the SLA hours will allow us to continue to have access to the services described above.

4 Specific expertise required

Successful service providers must possess the minimum relevant experience and qualifications, as specified below. **The K2 developer(s) presented as potential resources who possess K2 certification (K2 Blackpearl and K2 Five) may be advantaged.**

The successful service provider should demonstrate knowledge and experience related to:

- K2 development, installation and implementation;
- K2 workflow design, migration and deployment;
- Database administration and design and management;

- Business processes automation and solution integration;
- Support and maintenance of applications functionality;
- Have the ability to work under consistent and continuous pressure from varied sources, yet be able to maintain a supportive approach; and
- Have excellent computing skills including detailed knowledge and use of: Word, Excel, Power Point, Microsoft Project or similar compatible software.

5 SUBMISSION REQUIREMENTS

5.1 Technical Requirements

5.2.1 The bidder must demonstrate knowledge, skills and experience in respect of each resource offered in line with the GENERAL EXPERTISE, the SPECIFIC EXPERTISE CERTIFICATES EVALUATION CRITERIA listed in **Table 2** below.

5.2.4 The above criteria will be provided for in the form of an SLA PROPOSAL that each bidder MUST submit. Bidders who do not provide a record of experience will not be considered for the role. The evaluation will place an emphasis on the hands-on experience, achievements, the scale and scope of the projects and reforms implemented, the extent to which the experience demonstrates a holistic view of the specialisation and context and demonstrates the candidate's ability to conceptualise and lead change initiatives.

5.2.5 Candidates must elaborate in their CVs specific hands-on experience including the reforms that he/she was actively involved in. The record of experience will be used to evaluate the bidder's specific experience using the evaluation criteria below.

6 EVALUATION CRITERIA

The evaluation committee members will individually evaluate the responses received against the following criteria as set out below.

6.1 Functionality Evaluation

6.1.1 Technical evaluation criteria for the service providers are stipulated in the **Table 2** below. Bidders to include examples of projects as specified in the table 2 below.

6.1.2 Only bidders who score a minimum of 70% during the technical evaluation stage will be to consideration for Preferential Procurement Policy Framework Act (PPPFA) evaluation as articulated in the invitation of the bidders.

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)

Table 2: Functionality Evaluation Criteria

No.	EVALUATION CRITERIA	SCORING	WEIGHT
1	GENERAL EXPERTISE		
	<p>Company demonstrated years' experience and knowledge in the K2 platforms support services specifically:</p> <ul style="list-style-type: none"> • K2 platforms development, maintenance and workflow management • K2 workspace maintenance • K2 integration with third party solutions • K2 Business process automation • K2 Security and governance 	<p>5 = more than 10 years 4 = more than 7 and up to 10 years 3 = more than 4 and up to 7 years 2 = more than 2 and up to 4 years 1 = less than 2 years 0 = No required/relevant experience demonstrated</p>	35
2	SPECIFIC EXPERTISE		
	<p>Number of completed projects managed related to:</p> <ul style="list-style-type: none"> • K2 applications developments • Database administration and design • Computer programming • Workflow automation • Business process automation • Solution Architecture 	<p>5 = more than 5 projects completed 4 = 4 projects completed 3 = 3 projects completed 2 = 2 projects completed 1 = 1 project completed 0 = No project completed</p>	30
	<p>Shared SLA Support services high-level plan outlining the following:</p> <ul style="list-style-type: none"> • Support scope • Support operating hours and support centre • Issue classification • Support process • Service level assurances • Reporting • SLA assumptions, exclusions and terms 	<p>5= Excellent (Meets all 7 elements) 4=Very good (meets 5-6 elements) 3= Good (Meets 4 elements) 2 – Poor (meets 1-3 elements) 1= very poor (unacceptable and doesn't meet set criteria) 0 = No plan submitted</p>	15
3	CERTIFICATIONS		
	<p>K2 Developer</p> <p>Supported with the number of years' experience and knowledge related to:</p> <ul style="list-style-type: none"> • K2 platforms development, maintenance and workflow management • Database administration, design and management i.e. SQL • K2 workspace maintenance • K2 integration with third-party solutions • Microsoft Office 365 management • Information and Communication Technology platforms 	<p>5 = more than 7 years 4 = more than 5 and up to 7 years 3 = more than 3 and up to 5 years 2 = more 2 and up to 3 years 1 = less than 2 years 0 = No required/relevant experience demonstrated</p>	20
TOTAL			100
Bidders who are successful in meeting the functionality threshold of 70% will be considered for a price evaluation.			70%

Only bidder's that meet the 70% threshold for the technical evaluation will be considered for PPPFA evaluation as articulated in the invitation to bidders

6.2 Price Evaluation

6.2.1. Only bidders who meet the overall minimum score of 70% for the functionality evaluation will be considered for PPPFA evaluation.

6.2.2. All project-related costs, i.e. professional fees, disbursements, etc. inclusive of VAT should be clearly indicated on the pricing schedule that bidders must submit as part of the standard bidding documents. The service provider is expected to quote according to the following indicative table of estimated hours and the skills/expertise indicated above.

Activity	Estimated Hours	Estimated Costs
FY2022/23- Maintenance and support (60 monthly hours)	720	
FY2022/24- Maintenance and support (60 monthly hours)	720	

7 GENERAL REQUIREMENTS

7.1 Additional work to be performed

Across all areas of work, the Service Provider will be expected to:

- 7.1.1. Build and maintain positive working relationships with all MFIP participants and stakeholders;
- 7.1.2. Serve as resources for technical specialist advisory on strategic priorities and projects;
- 7.1.3. Contribute to MFIP's annual, quarterly, and monthly reporting;
- 7.1.4. Promote learning and cooperation for improved service delivery and sustainability;
- 7.1.5. Support the development and refreshment of MFIP methodologies and toolkits; and
- 7.1.6. Support knowledge generation including the identification of areas for knowledge sharing the development of case studies, and participation in knowledge sharing initiatives.

7.2 General capabilities required

Across all areas of work, resources must have the following general capabilities.

- 7.2.1. Collaborative team player with excellent interpersonal skills and the ability to effectively interact with stakeholders;
- 7.2.2. Logical, creative, innovative, analytical, lateral thinking, and problem solving;
- 7.2.3. Communication skills (verbal & written) with the ability to listen and learn;
- 7.2.4. Ability to transfer skills;
- 7.2.5. Ability to work under consistent and continuous pressure from varied sources, yet be able to maintain a supportive approach;
- 7.2.6. Advanced computer skills including detailed knowledge and use of the Microsoft Office Suite;
- 7.2.7. Ability to review and analyse strategic issues, current roles, functions, interface, processes and procedures, risks, and options; and
- 7.2.8. A clear understanding of the desired outcomes of the local government financial management and budget reform agenda.

7.3 Monitoring and Reporting

- 7.3.1. Monthly activity reports on the progress with reference to the SLA and specified key performance indicators will be compiled and submitted to the MFIP PMU.
- 7.3.2. The project will be coordinated through the MFIP III Programme Management Unit, located at 240 Madiba Street Pretoria.

8 CONTRACTUAL CONDITIONS

8.1 Contracting Authority

The service provider will contract directly with the GTAC.

- 8.1.1. Fees may be adjusted in April of each year at the discretion of the Head of GTAC and the OAG taking into consideration available budget and government's fiscal stance.
- 8.1.2. GTAC will make offers to successful bidders.
- 8.1.3. Fees exclude direct costs relating to project execution such as travel for which GTAC will make provision.
- 8.1.4. GTAC does not pay for travel and parking costs to and from place of residence and their place work.
- 8.1.5. GTAC will not pay relocation costs or additional allowance for accommodation for successful bidders placed outside of their usual place of residence (home town).

8.2 Service Provider Reporting Requirements

- 8.2.1. The following reports will be submitted by the service provider as proof of delivery of services:
 - (a) Monthly progress reports;
 - (b) A close-out report on completion or termination of the contract.
- 8.2.2. Reports shall be written in English; and
- 8.2.3. All reports, files, notes, electronic files, and documents shall be structured, formatted, and completed according to the requirements of the MFIP PMU.

9 BID VALIDITY PERIOD

The bid will be valid for a period of 60 (sixty) days.