

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC))</b>							
BID NUMBER:	GTAC 007-2022-23	CLOSING DATE:	29 MARCH 2023	CLOSING TIME:	11:00 AM		
DESCRIPTION	ESTABLISHMENT OF AN AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS.						
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>							
<b>GTAC TENDER BOX</b>							
<b>240 MADIBA STREET (CORNER THABO SEHUME STREET AND MADIBA STREET) PRETORIA</b>							
<b>NATIONAL TREASURY BUILDING: GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)</b>							
<b>GROUND FLOOR, RECEPTION AREA</b>							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	Lebakang Mogale			CONTACT PERSON	Lebakang Mogale		
TELEPHONE NUMBER	012 315 5280			TELEPHONE NUMBER	012 315 5280		
FACSIMILE NUMBER	-			FACSIMILE NUMBER	-		
E-MAIL ADDRESS	psp@gtac.gov.za			E-MAIL ADDRESS	psp@gtac.gov.za		
<b>SUPPLIER INFORMATION</b>							
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]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT			[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>							
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 THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>							
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

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 PIN 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: .....



## international relations & cooperation

Department:  
International Relations and Cooperation  
REPUBLIC OF SOUTH AFRICA



National Treasury  
REPUBLIC OF SOUTH AFRICA

---

### TERMS OF REFERENCE

#### ESTABLISHMENT OF AN AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS.

---

#### BACKGROUND INFORMATION

<b>Contracting authority</b>	Government Technical Advisory Centre (GTAC), National Treasury
<b>Name of project</b>	ESTABLISHMENT OF AN AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS.
<b>Budget Manager</b>	Tumisang Moleke Head: PPP Unit Government Technical Advisory Centre (GTAC)
<b>Purpose</b>	To manage the planning, development and implementation of the Department of International Relations and Cooperation (DIRCO) panel of professional service providers for a period of five (5) years

1.	INTRODUCTION.....	<b>Error! Bookmark not defined.</b>
2.	ARF OVERVIEW.....	3
3.	PURPOSE OF THIS REQUEST FOR BID .....	4
4.	DURATION OF PANEL .....	5
5.	AREAS OF EXPERTISE .....	5
6.	TECHNICAL EVALUATION CRITERIA .....	8
7.	PREFERENCE POINTS.....	<b>Error! Bookmark not defined.</b> 13
8.	BID SUBMISSION REQUIREMENTS .....	13
9.	EVALUATION AND SELECTION CRITERIA.....	14
10.	CONDITIONS OF BID.....	15
11.	TAX COMPLIANCE STATUS .....	15
12.	COMMUNICATION.....	15
13.	CONTACT .....	15
14.	INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF BID PROPOSALS .....	16

## 1. ARF OVERVIEW

The African Renaissance and International Cooperation Fund (ARF) is a public entity that falls within the purview of the Department of International Relations and Corporation's (DIRCO) day-to-day responsibilities. It was established through the African Renaissance and International Cooperation Fund Act, 2000 (Act 51 of 2000). The Act establishes that the ARF's purpose is to enhance cooperation between the Republic and other countries, in particular African countries, through the promotion of democracy, good governance, the prevention and resolution of conflict, socio-economic development and integration, humanitarian assistance and human resource development. As such, the ARF has continued to be a valuable instrument in the pursuit of the National Development Plan and Vision 2030 in that it is committed to promoting South Africa's national interests and values, the African Renaissance and the creation of a better world for all. During the past five years, ARF allocations went to humanitarian assistance-related support; and direct bilateral cooperation with other countries, in particular African countries. The ARF continues to consolidate its contribution to democracy and good governance, conflict resolution as well as capacity-building through diplomatic channels.

The African continent, like other parts of the world, continues to experience an increase in natural disasters. Erratic weather patterns which are largely the result of climate change effects require urgent attention. Through the ARF, South Africa is counted among those who strive to restore human dignity and bring relief to people in distress as and when humanitarian situations arise. Through humanitarian aid, South Africa has left footprints in most parts of the African continent and world at large by saving lives, alleviating suffering, and maintaining human dignity following conflict, shocks and natural disasters.

The following are strategic areas for the fund over a five-year period:

- Enhance cooperation between the Republic of South Africa and other countries, in particular African countries;
- Promote democracy and good governance;
- Prevention and resolution of conflicts;
- Socio-economic development and integration;
- Humanitarian assistance; and
- Human resource development.

## **2. PURPOSE OF THIS REQUEST FOR BID**

The ARF seeks to establish a panel of Service Providers to support its operations. These terms of reference detail the specific skills and expertise required for selection onto the panel. These terms of reference invite proposals from professional service providers with skills from the below listed areas of expertise to be appointed onto the panel. Bid proposals will be accepted from companies in the form of a registered entity. The terms of reference define the terms and conditions for establishing such a panel.

### **2.1. Appointment Terms**

The ARF does not guarantee that successful Bidders will receive work during the appointment term. Service providers will be used on an ad hoc basis as and when required.

### **2.2. Panel Utilisation**

The Panel will be utilised as and when requirements arise and in accordance with the guidelines below:

- a) Appointment onto the Panel will not guarantee any future work.
- b) Preferential procurement will not be applicable at this stage, only at utilisation stage for specific project procurement.
- c) ARF will utilise the Panel in a manner which promotes the elements of transparency, fairness and equal opportunity in the utilisation and management of the Panel.
- d) Service requirements will be issued as separate Requests for Proposal or Requests for Quotation.
- e) The selection of service providers from the panel is on a competitive basis.
- f) Bidders who may be suitable for such work will be identified from the panel based on the expertise as specified in the technical proposal.
- g) Proposals may include, amongst others, the proposed methodology and costing and will be evaluated against the criteria set out in the specific terms of reference.
- h) Proposals will be evaluated as per the criteria set out in the specific terms of reference, and ARF reserves the right to hold interviews with prospective bidders as part of the evaluation process.

### **3. DURATION OF PANEL**

The Panel will be valid for a period of five (5) years. There will be an option to extend periodically, at ARF's discretion.

### **4. AREAS OF EXPERTISE**

#### **4.1. Humanitarian Assistance**

On the international humanitarian front, South Africa has played a leading role in influencing and shaping the global humanitarian system. Furthermore, South Africa has, through its humanitarian diplomacy, demonstrated its humanitarian face to the world by assisting countries afflicted by humanitarian crises, occasioned by natural disasters and conflict within the continent and beyond. The humanitarian assistance refers to aid in material or logistical assistance, food, etc. provided for humanitarian purposes, typically in response to humanitarian relief efforts, including natural disasters and man-made disasters, with the main aim to save lives, alleviate suffering and maintain human dignity. For this panel the Humanitarian Assistance expertise falls within the following categories:

- Food (i.e. dry foods such as maize meal, sorghum, rice, sugar beans, cow peas and canned food products)
- Shelter (i.e. blankets, mattresses and tents)

Skills Required
<p>A profile submitted for this area of expertise must reflect the following skills:</p> <ul style="list-style-type: none"> <li>• Food procurement;</li> <li>• Logistics and distribution services;</li> <li>• Handling, packaging, and storing;</li> <li>• Agri-food system functions such as farm inputs; farm production; processing; storage and distribution;</li> <li>• Stockpiling of equipment and supplies;</li> <li>• Provision of non-food items such as cooking and eating utensils, stoves, fuel and lighting;</li> <li>• Temporary shelter distribution such as tents and plastic sheeting; and</li> <li>• Provision of clothing, blankets and bedding.</li> </ul>

#### 4.2. Non-Government Organizations (NGOs)

South Africa's foreign policy vision is to achieve an African continent that is peaceful, democratic, non-racial, non-sexist, united and prosperous, and which contributes to a world that is just and equitable. As such, South Africa pursues this policy's vision, guided by the African values of Ubuntu where the priority is furthering peace and security throughout the African continent and the world. South Africa through ARF intends on leading continental efforts aimed at resolving conflicts in countries such as South Sudan, Libya, Somalia and the Sahel region and the remaining conflict in parts of the Eastern Democratic Republic of Congo. For this panel the NGO expertise required is within Peace and Security.

Skills Required
<p>A profile submitted for this area of expertise must reflect the following skills:</p> <ul style="list-style-type: none"> <li>• Prevention and resolution of conflicts through negotiations;</li> <li>• Preventive Diplomacy and Mediation;</li> <li>• Peacekeeping and Peacebuilding;</li> <li>• Countering Terrorism;</li> <li>• Disarmament;</li> <li>• Deepening democratic principles and strengthening democratic Institutions;</li> </ul>

- Human rights and international political affairs;
- Research and analysis on areas related to the prevention of mass atrocities; and
- International security

#### 4.3. Building and Construction

Following natural disasters (e.g. hurricane, tsunami, earthquake, etc.), some areas need help with reconstruction while other communities simply lack resources and manpower to work on the structural improvements and renovation measures. Thus, from time-to-time ARF projects require skills in building and construction to ensure that underprivileged communities have a better future. An example of building and construction work is building houses and schools in impoverished neighborhoods and providing communities with clinics and sanitary facilities.

Skills Required
<p>A profile submitted for this area of expertise must reflect the following skills:</p> <ul style="list-style-type: none"> <li>• Building homes for poor or underprivileged families and individuals;</li> <li>• Building schools and engaging in renovation tasks;</li> <li>• Renovating homes or community houses;</li> <li>• Building medical facilities;</li> <li>• Construction of libraries or other community infrastructures;</li> <li>• Construction of orphanages/ clinics; and</li> <li>• Construction management.</li> </ul>

#### 4.4. Aviation Services (Charter Flights)

In the aftermath of a disaster, aviation constitutes an essential lifeline for the people affected, as the efficient arrival of life-saving equipment, supplies, and humanitarian experts is critical in the first hours after a disastrous event occurs. During crisis response, the provision of medicine, food, fresh drinking water and temporary shelter to people in need often is only possible via air supply. Submissions are invited from service providers with demonstrable experience in providing services in the aviation sector. A minimum of five (5) years of demonstrable track record is required.

Skills required
<p>A profile submitted for this area of expertise must reflect the following skills:</p> <ul style="list-style-type: none"> <li>• Distributing medical and water sanitation equipment, food, toys, clothing, and emergency response units (e.g., kitchen sets, medical personnel, household kits, and more);</li> <li>• Coordination of humanitarian logistics;</li> <li>• Besides logistics or essential life-sustaining support, the service provider must have skills in one or a combination of the following:</li> </ul>

- Damage Assessments;
- Air Search & Rescue (SAR);
- Casualty Evacuation;
- Medical Evacuation; and
- Airdrop

**NB: Bidders can apply for one or more area of expertise.**

## 5. TECHNICAL EVALUATION CRITERIA

The evaluation criteria ensures that bidders adhere to the following:

- For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria;
- A supplier that scores less than sixty (60%) percent in respect of the Technical Evaluation criteria for **EACH** area of expertise as required in the criteria below will be viewed as non-responsive; and
- For the Humanitarian Assistance evaluation criteria, bidders should score 40 points on paper evaluation to proceed to site inspection.
- The technical evaluation criteria for each area of expertise are as follows:

### 5.1. Humanitarian Assistance (Food and Shelter)

PAPER EVALUATION			WEIGHT
5.1.1.	Demonstrate experience in logistics / distribution services. Provide a list of projects undertaken highlighting the role of the firm, different stages of the project cycle the firm was involved in, project value, successes.	Matrix: No project =0 points 1 project =1 point 2 projects = 2 points 3 projects =3 points 4 projects =4 points 5 and above projects =5 points	30
5.1.2.	Provide a project plan which includes a list of deliverables and estimated due dates; detailed project schedule; risk assessment and management plan; defined roles and responsibilities and quality assurance (QA) plan.	Matrix: Information required not provided = 0 points Some elements were not covered =1 point Elements were poorly covered= 2	30

		<p>points</p> <p>Elements adequately covered =3 points</p> <p>Elements were more than adequately covered=4 points</p> <p>All elements were covered=5 points</p>	
	<b>TOTAL</b>		<b>60</b>
<b>SITE EVALUATION</b>			
5.1.3	<p>Inspection of storage facility must adhere to the following occupational standards: cleanliness and accessibility, the use of personal safety equipment, lighting and whether extinguishers are in their designated location, emergency and preparedness as well as security</p>	<p>Matrix</p> <p>Occupational standard and all major components not met=0 points</p> <p>Occupational standards poorly met and all major components not met =1 point</p> <p>Occupational standards adequately met and some major components were met = 2 points</p> <p>Occupational standards adequately met and some major components were met =3 points</p> <p>Occupational standards more than adequately met but some major components were not met =4 points</p> <p>Occupational standards and all major components were fully met =5 points</p>	20
5.1.4.	<p>Product packaging samples and description should cover the following factors:</p> <ul style="list-style-type: none"> <li>• Durability</li> <li>• Tamper-evident seals and other forms of security</li> <li>• Environment-friendly and legally compliant</li> <li>• Containment (holds the food)</li> <li>• Protects the food (quality, safety, freshness)</li> <li>• Maintains or extends product shelf life</li> </ul>	<p>Matrix:</p> <p>Information required not provided = 0 points</p> <p>Some elements were not covered =1 point</p> <p>Elements were poorly covered= 2 points</p> <p>Elements adequately covered =3 points</p> <p>Elements were more than adequately covered=4 points</p> <p>All elements were covered=5 points</p>	20

## 5.2. Non-Government Organizations (NGOs): Peace and Security

5.2.1.	<p>Experience in the prevention and resolution of conflicts through negotiations; preventive diplomacy and mediation; peacekeeping and peacebuilding etc.</p> <p>Provide a list of projects undertaken, highlighting the role of the firm, different stages of the project cycle the firm was involved in successes and any other relevant information to demonstrate the required experience.</p>	<p>Matrix:</p> <p>No project =0 points</p> <p>1 project =1 point</p> <p>2 projects = 2 points</p> <p>3 projects =3 points</p> <p>4 projects =4 points</p> <p>5 and above projects =5 points</p>	50
5.2.2	<p>Years of operation of the professional service provider in crisis response or intervention as well as in conflict prevention and resolution</p>	<p>Matrix:</p> <p>No relevant experience =0 points</p> <p>1 year of experience =1 point</p> <p>2 years of experience = 2 points</p> <p>3 years of experience =3 points</p> <p>4 years of experience =4 points</p> <p>5 to 7 years of experience =5 points</p>	50

### 5.3. Building and Construction

5.3.1	<p>Experience in construction and building for example homes and schools; infrastructure design, engineering planning and design and construction management.</p> <p>Provide a list of projects undertaken, highlighting the role of the firm, different stages of the project cycle the firm was involved in, project value, successes and any other relevant information to demonstrate the required experience</p>	<p>Matrix:</p> <p>No project =0 points</p> <p>1 project =1 point</p> <p>2 projects = 2 points</p> <p>3 projects =3 points</p> <p>4 projects =4 points</p> <p>5 and above projects =5 points</p>	50
5.3.2	<p>Years of operation of the professional service provider in the building and construction sector.</p>	<p>Matrix:</p> <p>No relevant experience =0 points</p> <p>1 year of experience =1 point</p> <p>2 years of experience = 2 points</p> <p>3 years of experience =3 points</p> <p>4 years of experience =4 points</p> <p>5 to 7 years of experience =5 points</p>	50

#### 5.4. AVIATION SERVICES (CHARTER FLIGHTS)

5.4.1	<p>Experience in distributing medical and water sanitation equipment as well as coordinating humanitarian logistics.</p> <p>Provide a list of projects undertaken highlighting the role of the firm, different stages of the project cycle the firm was involved in, project value, successes and any other relevant information to demonstrate the required experience.</p>	<p>Matrix:</p> <p>No projects=0 points  1 project=1 point  2 projects = 2 points  3 projects =3 points  4 projects =4 points  5 and above projects =5 points</p>	40
5.4.2	<p>Years of operation of the professional service provider in distribution and coordinating humanitarian logistics.</p>	<p>Matrix:</p> <p>No relevant experience =0 points</p> <p>1 year of experience =1 point</p> <p>2 years of experience = 2 points</p> <p>3 years of experience =3 points</p> <p>4 years of experience =4 points</p> <p>5 to 7 years of experience =5 points</p>	40
5.4.3.	<p>Besides logistics or essential life-sustaining support, the service provider must have skills in the following:</p> <ul style="list-style-type: none"> <li>• Damage Assessments;</li> <li>• Air Search &amp; Rescue (SAR);</li> <li>• Casualty Evacuation;</li> <li>• Medical Evacuation; and</li> <li>• Airdrop</li> </ul>	<p>Matrix:</p> <p>No relevant experience =0 points</p> <p>1 year of experience =1 point</p> <p>2 years of experience = 2 points</p> <p>3 years of experience =3 points</p> <p>4 years of experience =4 points</p> <p>5 to 7 years of experience =5 points</p>	20

## 6. BID SUBMISSION REQUIREMENTS

Bidders should ensure that the following submission requirements are included in their bids:

### 6.1. Administration Compliance:

Bidders must submit all Standard Bidding Documents (SBD), as outlined below. SBD must be completed in full and duly signed where required.

- a) Duly completed and signed Standard Bidding Documents (SBD 1, 4, 6.1).
- b) Central Supplier Database (CSD) number/report for verification of tax compliance status.

Document to be submitted	Requirement	Non-submission may result in disqualification?
Hard copy proposal delivered to DIRCO tender box before closing date and time	Delivery of a hard copy proposal before the closing date and time.	YES
Invitation to bid – SBD 1	Complete and sign the supplied pro forma document.	YES
Central Supplier Database (CSD) Registration Report or CSD Registration number	Bidders must be registered the Central Database System and submit the Report as confirmation of registration at the closing date of the bid.	YES
Declaration of Interest – SBD 4	Complete and sign the supplied pro forma document.	YES
Preference Point Claim Form – SBD 6.1	Complete and sign the supplied pro forma document.	NO

### 6.2. Technical Requirements.

- a) Certified copies (not older than 6 months) of all professional registration certificates. Failure to submit certified copies will result to a score of zero.
- b) All international qualifications must be accompanied by certified (not older than 6 months) South African Qualifications Authority (SAQA) accreditation. GTAC reserves the right to verify SAQA accreditation. A score of zero will be given in instances where proof is not provided.
- c) In terms of food supply under Humanitarian Assistance expertise, the bidder must submit a certificate of analysis for foodstuff from the miller/ supplier or from all entities involved.

- d) Information provided should include relevant experience of the company in the chosen area of expertise demonstrating the required competency.
- e) Practical experience of the company, demonstrated through the projects listed, of working in projects/assignments within one of the three spheres of government, namely Local, Provincial or National levels, state entities and private sector.

### **6.3. Mandatory Requirements**

- a) Submission of duly completed and signed standard bidding documents;
- b) Submission of a technical proposal (company profile)
- c) Submissions of bid proposal before closing time; and
- d) Bidder representative (Director/Shareholder/Proposed Resource) must not be employed by the state.

**Failure to adhere to any of the above requirements will result in disqualification.**

## **7. EVALUATION AND SELECTION CRITERIA**

GTAC has set minimum standards that bidders must meet, in order to be selected as a successful applicant. Minimum standards consist of the following:

- Only bidders that have met the requirements for administrative compliance will be evaluated for functionality.
- Functionality (Technical Evaluation) – Bidder(s) must meet the threshold of 60%.

### **8.1 Technical Evaluation**

The technical evaluation process will be based on the skills and experience of the bidder.

- a) Consulting Firms/Organizations will be evaluated for the institutional experience. Experience through work conducted by the firm should therefore be clearly indicated. Provide a list of projects undertaken, highlighting services provided by the firm; including role, project value, duration of the project and any other relevant information to demonstrate the required experience.
- b) Technical proposal will be scored out of **100 points**, with a minimum threshold of **60 percent** being required; and
- c) GTAC reserves the right to contact references/verify bidder provided information during the evaluation and adjudication processes.

## **8. CONDITIONS OF BID**

- 8.1.** Bidders and their employees are required comply with and observe South African laws, including but not limited to Act No. 4 of 2014; Employment Services Act and Act No.13 of 2002; Immigration Act in cases where the service provider intends utilising foreign nationals. Service providers will also be expected to prove that:
- i) They have exhausted all avenues to acquire that particular skill among South Africans;
  - ii) The personnel have valid work permits;
  - iii) Foreign qualifications have been approved by the SAQA;
  - iv) ARF or any Department utilizing the panel reserves the right to request documents such as work permits, identity documents and visas for verification, before appointment onto the panel or for future work.
- 8.2.** ARF reserves the right during the term of the Panel, if necessary, to appoint service providers outside the approved Panel of Professional Service Providers;
- 8.3.** Bidders are advised that submission of a bid does not give rise to contractual obligations on the part of ARF; and

## **9. TAX COMPLIANCE STATUS**

The Tax compliance status verification is conducted via the Central Supplier Database (CSD) number certifying that the taxes of the bidder are in order must be submitted at the closing date and time.

## **10. COMMUNICATION**

Professional Services Procurement (PSP) within GTAC will communicate with bidders where bid clarity is sought to obtain information or to extend the bid validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, Department or a person acting in the capacity of ARF and that of GTAC in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

## **11. CONTACT**

No briefing session will be held for this Request for Bid. Bidders are urged to submit all requests for clarification in writing via e-mail to [psp@gtac.gov.za](mailto:psp@gtac.gov.za). Requests for clarification will be accepted by GTAC until 17h00 on the 20 March 2023 . The submission reference GTAC 007-2022-23 must be included in the subject line of the e-mail.

The clarifications and the Frequently Asked Questions will be made available to all potential Bidders by way of notification on the GTAC website: <https://www.gtac.gov.za/tender-info/tenders/advertised-tenders>

## 12. INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF BID PROPOSALS

### 15.1 Content and packaging of the Bid Proposal

Bidders must submit one original hard copy bid proposal and three copies of the original bid proposal. The original file and duplicate files must be packaged in a file as follows and clearly marked as “Original” or “Copy/Duplicate”:

	<b>Part 1a: Standard Bidding Documents and Administrative Compliance</b>
1	SCM SBD 1 – Invitation to bid
2	SCM SBD 4 – Declaration of interest
3	SCM SBD 6.1 – Preference Points Claim Form
4	Central Supplier Database (CSD) Registration Report or CSD Registration number
	<b>Part 1b: Technical proposal</b>
5	Bidder’s technical proposal cover page
6	Technical proposal <ul style="list-style-type: none"><li>• Company profile</li></ul>
7	Certified copy(s) of Professional Registration certificates where applicable.

### 15.2 Labelling of Bid

The bidder must place the hardcopy bid proposal into a sealed envelope or package which must be clearly marked and addressed as follows:

<b>BID</b>	<b>ESTABLISHMENT OF AN AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS.</b>
<b>Bid Reference No:</b>	GTAC 007-2022-23
<b>Submission closing date:</b>	29 March 2023
<b>Submission closing time:</b>	11:00 am
<b>Name of Bidder:</b>	
<b>Contact number of Bidder:</b>	
<b>Address of Bidder:</b>	

### **15.3 Bid Submission Address**

GTAC, Government Technical Advisory Centre  
240 Madiba Street,  
Pretoria Central  
Pretoria  
0002

The tender box is accessible between office hours (08h00 - 17h00)

**NB: SUBMISSIONS MUST NOT BE MADE AT THE NATIONAL TREASURY TENDER BOX AT THE TENDER INFORMATION CENTRE (TIC).**

**ANNEXURE A  
AREAS OF EXPERTISE**

**ESTABLISHMENT OF AN AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS.**

**Please provide the required information by completing all the sections below:**

Bidder Name	
-------------	--

	AREAS OF EXPERTISE	Tick to indicate selection (✓)
1.	Humanitarian Assistance	
2.	Building and Construction	
3.	Non-Government Organization (NGO)	
4.	Aviation Services (Charter Flights)	

**Failure to submit will result in disqualification.**

**ANNEXURE B**  
**PRO FORMA PROFILE TEMPLATE FOR NOMINATED LEAD**

**ESTABLISHMENT OF AN AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) PANEL OF PROFESSIONAL SERVICE PROVIDERS FOR A PERIOD OF FIVE (5) YEARS.**

***NB: PROFILES of any one individual may only be submitted as part of one bid. Bidders must ensure that PROFILES are signed by the respective individuals confirming that he/she is not included in bids from other service providers. A maximum of three PROFILES is permissible for Engineering.***

**Please provide the required information by completing all the sections below:**

<b>AREA OF EXPERTISE</b>	
<b>INDIVIDUAL NOMI-NATED FOR EVALUA-TION</b>	<b>Name :</b>
	<b>Surname :</b>
<b>SIGNATURE</b> <b>Date :</b>	

**1. Personal Details**

- a) Name :
- b) Surname :
- c) Date of birth :
- d) Identity Number :
- e) Tax Number :
- f) Gender :
- g) Nationality :

## 2. Qualifications

- a) Certified copies (not older than 6 months) of each qualification must be included in the pack ;
- b) SAQA certification for qualifications from all foreign institutions must be included in the pack
- c) Add entries if needed, starting from the most recent

	Qualification Awarded	Name of Institution	Date awarded
1.			
2.			
3.			
4.			
5.			

## 3. Membership of Professional Bodies where applicable:

- a) Certified copies must not be older than 6 months

	Professional Body	Registration Number	No. of Years Registered
1.			
2.			
3.			
4.			

## 4. General professional experience throughout the career period :

Date ( from- to)	Employer	Position	Description of projects/ assignments, responsibilities etc.


*Provide a summary of skills and experience*

## 5. Demonstrate experience in providing professional services

Provide a list of projects undertaken -highlighting experience in the application of skills as per the area of expertise indicated.

<b>Date ( from - to)</b>	<b>Project Name and description</b>	<b>Role and re- sponsibilities in the project</b>	<b>Deliverable</b>	<b>Client, Contact per- son and number</b>

## STATEMENT OF AVAILABILITY

**TENDER REF:** \_\_\_\_\_

I, the undersigned, hereby declare that I agree to participate in the tender *<tender name>* as a Lead whose PROFILE is submitted for evaluation in the Area of Expertise indicated above.

Furthermore, I confirm that my PROFILE has not been included in another bid for this tender.

Should my PROFILE be included in another bid for this tender, I am fully aware that my PROFILE will be disqualified and excluded from technical evaluation.

**Name :**

**Signature:**

**Date :**

**Failure to submit will result in disqualification.**



**ANNEXURE C  
PRO FORMA TEMPLATE FOR FIRMS**

<b><i>Name of the firm</i></b>	
<b><i>Stream</i></b>	
<b><i>Proposed role in the Project</i></b>	

**Complete the profile as per the following sections :**

- a) Key areas of expertise/specialisation :
- b) Number of years in operation :
- c) Provide a list of recent projects, **undertaken in the past 10-15 years**, relevant to this project:
- d) Provide a list of projects undertaken by the firm **indicating its overall experience** :

**Information provided in C and D must include the following :**

- a) Project name
- b) Project description
- c) Client
- d) Role in the project and deliverables
- e) Project value
- f) Project stage (e.g. inception, feasibility, procurement, etc.)
- g) Start and completion dates

h) Key highlights and successes

**Failure to submit will result in disqualification.**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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

---

<sup>1</sup> 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 consortium<sup>2</sup> 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

---

<sup>2</sup> 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	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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 propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....