

REQUEST FOR PROPOSALS (RFP) GEP REPOSITIONING AND LAUNCH SERVICES REF: GEP RFP-13-2025

QUERIES ARE DUE ON THE 06 NOVEMBER 2025 FOR FINALISATION WITH Q AND A R.

RFP CLOSING DATE: Friday 14 NOVEMBER 2025,

Submissions: Ground Floor, 124 Main Street, Marshalltown, Johannesburg

Validity Period: 90 days

YOU ARE HEREBY INVITED TO SUBMIT PROPOSALS FOR THE REQUIREMENTS OF: APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF GEP REPOSITIONING AND LAUNCH SERVICES	
RFP REFERENCE:	GEP RFP-13-2025 GEP REPOSITIONING
CLOSING DATE AND TIME:	14 th November 2025 at (11:00) am
RFP VALIDITY PERIOD	90 days (Commencing from the RFP closing date)
DESCRIPTION	Specification Description: NB: Kindly refer to the Terms of reference for complete requirements The provision of GEP repositioning and launch services
ADD. FOR SUBMISSION	Ground Floor, 124 Main Street, Marshalltown, Johannesburg
ENQUIRY	Refer to TOR
Name of Service Provider:	
CSD MA number:	
Signature:	
Date of submission of quotation:	

Notes:

1. Bidders must put Name of the bidder, CSD MA number, sign and put submission date on RFP above;
2. Complete supporting SBD documents and submit required with their response and BEE certificate / Sworn Affidavit signed by Commissioner of Oath/equivalent.
3. Only bidders registered on the Central Supplier Database (CSD) will be considered for evaluation.
4. All proposals received after closing time and date will not be considered.

BIDDER NAME:.....

REGISTRATION NUMBER:.....

ADDRESS:.....

CONTACT PERSON:.....

TEL:.....

TERMS AND CONDITIONS OF REQUEST FOR PROPOSALS (RFP)

1. GEP standard conditions of purchase shall apply.
2. GEP reserves the right not to procure the goods and/or services.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFP specification is based on a specific brand must inform the GEP before RFP closing date.
5. Bidders are required to submit BBBEE Certificate or SWORN Affidavit
6. It is the responsibility of the bidder to ensure that GEP is in possession of the bidder's valid BBBEE. The onus is on the bidder to ensure that the GEP receives a valid BBBEE as soon as the validity of the said certificate expires.
7. No services must be rendered or goods delivered before an official GEP Purchase Order form has been received, except in an emergency situation.
8. This RFP will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Regulations, 2022.
9. Bidders are required to complete all the Annexures
10. Bidders, where applicable, are required to attach all relevant qualifications, experience in the public sector and references.
11. Bidders are required to sign each page of the bid document
12. The GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT shall apply. :
<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>
13. GEP reserves the right to negotiate with suppliers

ANNEXURE A

I, the undersigned (NAME).....certify that :

- i. I have read and understood the conditions of this RFP.
- ii. I have supplied the required information and the information submitted as part of this RFP is true and correct.

ANNEXURE B: PART A**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GEP RFP-13-2025		CLOSING DATE:	14 NOVEMBER 2025	
DESCRIPTION	Appointment of A Service Provider for GEP Repositioning & Launch Services				
BID QUERIES TO BE SENT TO					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Koketso Moeng		CONTACT PERSON	Alu Chokoe	
TELEPHONE NUMBER	011 085 2002		TELEPHONE NUMBER	011 085 2002	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	scm@gep.co.za		E-MAIL ADDRESS	achokoe@gep.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO					
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT EMAIL ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: GEP RFP-13-2025

CLOSING TIME 11:00

CLOSING DATE... 14 NOVEMBER 2025

OFFER TO BE VALID FOR90.....DAYS FROM THE CLOSING DATE OF BID.

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

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	

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

.....	R.....	--- days
.....	R.....	--- days
.....	R.....	--- days
.....	R.....	--- days

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

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

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

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

Growing Gauteng Together

star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid.....

7. Estimated man-days for completion of project.....

8. Are the rates quoted firm for the full period of contract?
*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....

.....

.....

.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

ANNEXURE C:**SBD 4 DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative:

.....

- 2.2 Identity Number:.....

- 2.3 Position occupied in the Company (director, trustee, shareholder², member):

.....

- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

- 2.5 Tax Reference Number:

- 2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²" Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state?

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder,
 aware of any relationship (family, friend, other) between
 any other bidder and any person employed by the state
 who may be involved with the evaluation and or adjudication
 of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members
 of the company have any interest in any other related companies
 whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....certify that the information furnished in
 paragraphs 2 and 3 above is correct. I accept that the state may reject the bid or act against me
 should this declaration prove to be false.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

ANNEXURE D: SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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:

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

Where

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

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) 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 inapplicable, 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 <u>Bidder must also submit the following Proof of evidence to claim the allocated points:</u> Youth Ownership – certified copy of B-BBEE certificate or valid Sworn Affidavit Woman Ownership – certified copy of B-BBEE certificate or valid Sworn Affidavit Black Owned certified copy of B-BBEE certificate or valid Sworn Affidavit NOTE: Submitted information will be verified through various platforms.	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black owned (requirement is 51 %+ ownership)	5	
Women owned (requirement is 51 %+ ownership)	8	
Youth owned (requirement is 51 %+ ownership)	7	

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

[CIRCLE APPLICABLE]

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 *audialteram partem* (hear the other side) rule has been applied; and
 - (e) Forward the matter for criminal prosecution, if deemed necessary.
 - (f) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

Annexure E: POPIA ACT CONSENT FORM:**Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)**

In order for the Gauteng Enterprise Propeller (GEP) to consider the bidder's response to the RFQ / RFP to become a service provider of the GEP, it will be necessary for the GEP to process certain personal information which the service provider may share with GEP for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The GEP will process the Service Provider's Personal Information in accordance with the GEP Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by GEP for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the GEP. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that GEP's authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent

By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the GEP's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives GEP permission to do so. The service provider understands that it is free to withdraw its consent on written notice to GEP and the service provider agrees that the Personal Information may be disclosed by the GEP to third parties, including GEP's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes ☐

No ☐

Supplier Name

Date

Signature

Authorised representative, who warrants that he/she is duly authorised.

Gauteng Enterprise Propeller

Terms Of Reference:

Appointment of A Service Provider for Repositioning & Launch Services

1. INTRODUCTION:

The Gauteng Enterprise Propeller (GEP) is a schedule 3C provincial public entity defined in section 1 of the Public Finance Management Act 1 of 1999 (“PFMA”) established in terms of the Gauteng Enterprise Propeller Act (No. 5 of 2005), under the guide of the Gauteng Department of Economic Development (GDED). GEP was established to ensure the development of “Sustainable SMMEs and co-operatives propelled into the mainstream economy of Gauteng.” To achieve this the GEP has set the following vision for the new five-year term that lies ahead:

“a responsive and impactful propeller for sustainable business enterprises in the Gauteng Province”

In achieving its vision, the Gauteng Enterprise Propeller defines

MISSION

- ❖ Establishing a high performing professional, ethical and capable institution.
- ❖ Promoting entrepreneurship and facilitating an integrated approach to entrepreneurial development and support within the province.
- ❖ Creating Strategic Partnerships with a range of institutions for sustainable small enterprises and Cooperative development and support.
- ❖ Developing innovative financial solutions, tools, and channels to speedup increased market participation in the provision of affordable finance.
- ❖ Facilitating investment in high-impact business enterprises that transform the structure and competitiveness of industrial sectors.

VISION

- ❖ Improved Balance Sheet to support small enterprises,
- ❖ Increased contribution of township enterprises and enterprises owned by targeted groups in the Gauteng economy,
- ❖ Sustainable enterprises that create and maintain jobs,
- ❖ Sustainable Black-owned industrial enterprises participating in high growth sectors,
- ❖ Well-governed and high-performing organization.

2. PURPOSE

The Gauteng Enterprise Propeller is embarking on a strategic repositioning initiative, anchored by the milestone of 20 years since its establishment. This reposition reflects not only a celebration of two decades of service to the province’s entrepreneurial ecosystem but also a deliberate shift towards enhanced responsiveness, efficiency and relevance.

At the heart of the repositioning is GEP's renewed commitment to addressing the evolving needs of Micro, Small, and Medium Enterprises (MSMEs) across Gauteng. The organisation is positioning itself to deliver improved, modernised, and client-centric services, driven by feedback from stakeholders and beneficiaries.

A key feature of this reposition is the planned recapitalisation of the entity to increase its impact, along with the launch of GEP Online, a new digital system designed to streamline applications, reduce turnaround times, and address long-standing frustrations experienced by entrepreneurs in the Province.

Ultimately, GEP's repositioning is not cosmetic but functional, ensuring that the institution is fit-for-purpose, agile, and better aligned with its mandate to grow and support township and mainstream enterprises in Gauteng.

3. INVITATION FOR PROPOSALS

The GEP is seeking the services of a Supplier for the Repositioning, Design & Launch Services.

Proposals are hereby invited from bidders to provide the following services:

4. PROPOSAL SPECIFICATION

The Request for Proposal (RFP) specifications are detailed below, and the evaluation process will be based on the criteria set out in section 6 (evaluation process and criteria). All proposals are to be submitted in a format specified in this document (as applicable).

4.1. SCOPE OF WORK

The scope includes but not be limited to:

4.1.1 Research

- ❖ Provide a detailed analysis on current brand trends, marketing tools and Market Research
- ❖ Establish internal and external stakeholder perceptions of the entity – including employees, clients, partners, industries and the general community.
- ❖ The service provider would undertake industry stakeholder consultations or engagement sessions with the participation of GEP.
- ❖ Establish the level of the market's understanding of GEPs offerings including our products, services and regional reach.
- ❖ Provide a detailed analysis of the PESTLE environment affecting GEP

- ❖ Provide a detailed analysis of Marketing and Communications opportunities as well current threats and weaknesses.
- ❖ Identify GEP's key target audiences for communications and marketing
- ❖ Identify potential media partnerships for the entity
- ❖ Research on repositioning of other DFI's and implementation

4.1.2 Strategy

- ❖ The strategy must be able to reshape public perception of the GEP, taking into account the impact that GEP has had in the last 20 years and its vision for the future.
- ❖ Re-position the GEP's image into a dynamic, responsive and accessible government led entity for Gauteng based entrepreneurs at all levels.
- ❖ Brand Positioning: A responsive government-owned entity with a clear mandate to support and propel SMMEs. Reinforce commitment to township economic development through the TEDA and youth, PWDs and women-led enterprises.
- ❖ Reinforce Partnership attraction / retention for revenue generation purposes.

4.1.3 Design

The appointed service provider will be required to conceptualise and deliver a refreshed, modern, and professional GEP's Online Application process, together with the 20 years milestone celebration. This includes but is not limited to:

a) 20-Year Milestone Branding

- ❖ Designing and implementing a 20 Years of GEP celebration identity that complements the refreshed CI.
- ❖ Developing communication and design elements that celebrate GEP's legacy and achievements while projecting its future aspirations.

b) Online Application Process Integration

- ❖ Mainstreaming the new Online Application Process into GEP's brand identity and communication platforms.
- ❖ Design a new interface for the GEP online inline with a refreshed CI
- ❖ Ensuring consistency between the refreshed CI, digital platforms, and customer-facing touchpoints.

c) Celebration Design & Brand Alignment

- ❖ Designing a cohesive 20th Anniversary Celebration Brand that aligns with the refreshed CI, covering both corporate and marketing collateral.

d) Marketing Collateral Templates

- ❖ Corporate stationery (letterheads, email signatures, presentation templates)
- ❖ Digital and print brochures and pocket-size summary of the GEP and its product offerings
- ❖ Branded merchandise (notebooks, pens, bags, t-shirt and caps, mousepads, etc.)
- ❖ Event branding elements (banners, backdrops, podium signs)

e) Website and GEP Online Platform Activation

- ❖ Graphic user interface for the GEP online
- ❖ Graphic user interface of the new website
- ❖ Integration of new GEP Online portal to new landing page
- ❖ Design mock-ups for landing page, banners

f) Stakeholder Event

- ❖ Internal & External Stakeholders Engagement
- ❖ Launch New Online Application Process
- ❖ Celebrate Entrepreneurship Month
- ❖ Launch event design assets (invitations, event programme, stage design mock-ups, event value-chain)
- ❖ Securing a venue in Gauteng for the launch. (For 150 people seated – Auditorium or open floor)

The service provider must Present 5 options for selection (make provision for redesigning new option or selected option if not acceptable). The marketing and communications will choose which design will best fit the GEP.

5. PROJECT DELIVERABLES

a) Design: 20 Years of GEP

- ❖ Celebrate 20 Years of GEP – Design Look and Feel
- ❖ Design Communication/Info Graphic that introduces GEP Online Platform

b) Marketing Collateral Templates

- ❖ Corporate stationery (letterheads, email signatures, presentation templates)
- ❖ Digital and print brochures and pocket-size summary of the GEP and its product offerings
- ❖ Branded merchandise (notebooks, pens, bags, t-shirt and caps, mousepads, etc.)
- ❖ Event branding elements (banners, backdrops, podium signs)

c) Website and GEP Online Platform Activation

- ❖ Graphic user interface for the GEP online
- ❖ Integration of new GEP Online portal to new landing page
- ❖ Design mock-ups of online collateral

d) Stakeholder Event

- ❖ Internal & External Stakeholders Engagement Event
- ❖ Presentation and AV Elements
- ❖ MC (Master of ceremonies)
- ❖ Catering
- ❖ Launch event design assets (invitations, event programme, stage design mock-ups, event value-chain)
- ❖ Securing a venue in Gauteng for the launch. (For 150 people seated – Auditorium or open floor) dates to be confirmed.

6. REPORTING REQUIREMENTS

- ❖ The successful service provider will provide a written project status report to the GEP Project Manager on a weekly basis.
- ❖ The service provider will after initial meeting/briefing finalise the detailed project plan, according to the GEP timelines.
- ❖ The service provider will be responsible for the secretariat function of the weekly steering committee meetings – scheduling, minutes, project status report/action items.
- ❖ Meetings will be held via Microsoft Teams/or in person on a weekly basis to track progress with the Service Provider.

7. DURATION

No	Timeline	Milestone / Activity	Description
1	T + 1 day	Kick-off & Planning	Initial planning meeting with stakeholders to align on scope, objectives, roles, and responsibilities.
2	T + 7 days	Research & Insights	Conduct brand audit, stakeholder mapping, competitor benchmarking, and prepare recommendations.
3	T + 10 days	Strategy Development	Draft repositioning strategy, including positioning, messaging framework, and creative direction.
4	T + 15 days	Concept Development	Present first design concepts (logo, identity elements, key visuals).
5	T + 20 days	Feedback & Iterations	Stakeholder review and feedback session; incorporate revisions into updated drafts.
6	T + 25 days	Final Design Approval	Formal approval of final design and brand identity elements.
7	T + 30 days	Corporate Identity (CI) Manual Development	Develop refreshed CI manual with guidelines for consistent brand application across platforms.
8	T + 35 days	Marketing Collateral & Website Mock-ups	Develop mock-ups of marketing collateral (print and digital) and initial website designs aligned to refreshed CI.
9	T + 40–60 days	Pre-Launch Activities	Internal rollout preparation, testing, staff training, and communications planning ahead of launch.

The project dates will be communicated with the service provider upon appointment. T= From date of finalization of SLA and commencement of project

8. ADDITIONAL EXPECTED OUTCOMES

The Service Provider should:

- ❖ Aspire to the highest standards of quality.
- ❖ Time conscious.
- ❖ Ensure that any materials that require licensing and acknowledgement is used only after such has been secured.

9. EVALUATION CRITERIA

The evaluation of the bids will be conducted in two stages as per Preferential Procurement Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA) as follows:

The procedure for the evaluation of responsive tenders will be as follows:

- ❖ Stage 1A –Mandatory administrative compliance
- ❖ Stage 1B - Technical Functionality Evaluation
- ❖ Stage 2 - Price & Preferential Procurement Goals (for bidders who met the minimum required functionality points of 70)

Stage 1A - Mandatory Administrative Compliance

Fully completed and signed standard bidding documents

- ❖ SBD 1, SBD 3.1, SBD 4 and SBD 6.1 - the bidder to claim preference points and if no points to be claimed, then write a zero (0).
- ❖ In the case of Joint Venture/Consortium, a joint venture/consortium agreement bearing the signature of all the parties to the joint venture/consortium, should be attached and notarised by an attorney;
- ❖ If the bidder intends to sub-contract, a sub-contracting agreement should be attached and signed by all parties to the sub-contracting agreement. The % (percentage) to be sub-contracted must be clearly indicated in the contract;
- ❖ Integrity Pact for businesses

Note Failure to comply with mandatory compliance requirements stated above will result in the bidder's submission being disqualified from further evaluation.

Other Administrative documents

- ❖ Certified copy of original Identity Documents of shareholders/owners/Directors of the company as per CIPC Company Registration Documents. (not older than 6 months)
- ❖ CIPC Company Registration Documents CK2
- ❖ In order to verify the tax status of bidders, bidders are required to submit their "Tax Compliance Status Pin". (Joint ventures/consortium must submit a valid Tax Compliance Status Pin" for all parties to a Joint Venture/Consortium).
- ❖ Only suppliers (including all parties to Joint Ventures/Consortiums and sub-contractors) who are registered on the Central Supplier Database (CSD), www.csd.gov.za will be considered for appointment. (Proof to be attached).

Stage 1B - Technical Functionality Evaluation

It is required of the bidder to obtain minimum score of 70 points to be considered for further evaluation. Failure by the bidder to obtain minimum of 70 points mentioned above shall render the bidder being non-responsive. Therefore, the bidder will be disqualified and will not be considered for further evaluation.

TECHNICAL EVALUATION CRITERIA		Weight															
Functionality and Capabilities	Evidence/ supporting information required	100															
1. Creative Expression – Design with Rationale and CI Manual As the Portfolio Of Evidence, bidders are required to submit a corporate identity manual. (If the Portfolio Of Evidence is not submitted the bidder will score zero)	The Service provider must provide corporate Identity manual - three (3) samples of previous designs. ➤ 3 Sample = 10 points ➤ 2 Sample = 6 points ➤ 1 Sample = 3 points	10															
2. Project Plan and Timelines The Service Provider must outline Project deliverables including: ➤ Stakeholder Mapping – Identification of internal and external stakeholders, including roles and responsibilities ➤ Research and Analysis – Market research, benchmarking, and internal brand audit ➤ Conceptualisation – Development of repositioning concepts and preliminary designs ➤ Design Phase – Draft 1 ➤ Design Phase – Draft 2 ➤ Design Phase – Draft 3 ➤ Approval Process – Internal and client approvals at each draft stage ➤ Implementation Plan – Execution of the repositioning rollout, including deliverables and final outputs	<table border="1"> <thead> <tr> <th>Deliverable</th><th>Evidence Required</th><th>Points</th></tr> </thead> <tbody> <tr> <td>Stakeholder Mapping</td><td>Table or chart showing all stakeholders, roles, and engagement plan</td><td>2</td></tr> <tr> <td>Research and Analysis</td><td>Report or documentation summarizing research findings, competitor analysis, and current brand assessment</td><td>5</td></tr> <tr> <td>Conceptualisation</td><td>Submission of concept sketches, mood boards, or initial design drafts</td><td>3</td></tr> <tr> <td>Drafts</td><td>Timeline and draft showing initial design aligned to corporate</td><td>3</td></tr> </tbody> </table>	Deliverable	Evidence Required	Points	Stakeholder Mapping	Table or chart showing all stakeholders, roles, and engagement plan	2	Research and Analysis	Report or documentation summarizing research findings, competitor analysis, and current brand assessment	5	Conceptualisation	Submission of concept sketches, mood boards, or initial design drafts	3	Drafts	Timeline and draft showing initial design aligned to corporate	3	20
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Moulding Entrepreneurs <i>Growing Gauteng Together</i> ➤ Quality Assurance / Review – Checks to ensure all outputs meet specifications and brand standards ➤ Final Delivery of Materials – Delivery of approved designs, printed copies, and digital assets Detail every activity aligned to the scope of work from inception to the completion of the project, including project execution plan and clear timelines from the appointed date to deliverables.	<table border="1"> <tr> <td></td><td>identity, incorporating updates and feedback final towards draft</td><td></td></tr> <tr> <td>Approval Process</td><td>Documentation of approval workflow, sign-offs, and dates for each draft</td><td>3</td></tr> <tr> <td>Implementation Plan</td><td>Detailed plan with timelines, responsibilities, and final delivery schedule</td><td>3</td></tr> <tr> <td>Quality Assurance / Review</td><td>QA checklist or evidence of review process</td><td>1</td></tr> </table>		identity, incorporating updates and feedback final towards draft		Approval Process	Documentation of approval workflow, sign-offs, and dates for each draft	3	Implementation Plan	Detailed plan with timelines, responsibilities, and final delivery schedule	3	Quality Assurance / Review	QA checklist or evidence of review process	1	
	identity, incorporating updates and feedback final towards draft													
Approval Process	Documentation of approval workflow, sign-offs, and dates for each draft	3												
Implementation Plan	Detailed plan with timelines, responsibilities, and final delivery schedule	3												
Quality Assurance / Review	QA checklist or evidence of review process	1												
3. Contactable References for Corporate Branding and marketing Services. Reference detailing duration of the project, project description and the completion date, with contact details for the client and the letter to be on the bidder's client's letterhead and signed. (letters should not be older than 8 years)	➤ 1 letter provided = 3 points ➤ 2 letters provided = 5 points ➤ 3 letters provided = 10 points ➤ 4 letters provided = 15 points ➤ 5 letters provided = 20 points	20												
4. CV and valid qualifications will be scored on the highest qualification (Qualification from a recognized South African institution, foreign qualifications to be verified by SAQA and varication certificate to be submitted with Foreign qualification) 4.1 Provide a concise C.V of the Graphic Designer (detailing educational qualifications and years of experience in designing graphs and annual reports. NB: If qualification certificates are not submitted the bidder will score zero points for both Experience and Qualifications	Experience and qualifications will be scored as follows: Experience: ➤ 5 years and above experience = 10 points ➤ 3 - less than 5 years' experience = 5 points ➤ Less than 3 years' experience = 1 points ➤ No experience = 0 points Qualifications: ➤ National Diploma and above in graphic design = 10 points ➤ National Certificate in graphic design = 5 points ➤ Non submission/irrelevant = 0 points	20												
4.2. Provide a concise C.V of the Project Manager (detailing educational qualifications and years of	Experience and qualifications will be scored as follows:	10												

Moulding Entrepreneurs Building Gauteng Together experience in corporate communications or journalism or copy writing CV and valid qualifications will be scored NB: If qualification certificates are not submitted the bidder will score zero points for both Experience and Qualifications	 GEP Gauteng Enterprise Propeller Experience: ➤ 5 years and above experience = 5 points ➤ 3 - less than 5 years' experience = 3 points ➤ Less than 3 years' experience = 1 points ➤ No experience = 0 points Qualifications: ➤ Postgraduate degree and above in corporate communications or journalism or copy writing = 5 points ➤ Bachelor's degree in corporate communications or journalism or copy writing = 3 points ➤ Non submission/irrelevant = 0 points	
4.3 Provide a concise C.V of the Brand Strategist or Marketing Strategist or equivalent (detailing educational qualifications and years of experience) CV and valid qualifications will be scored on the highest qualification and Diploma or Degree in: ➤ Marketing ➤ Brand Management ➤ Corporate Communications ➤ Business Administration with a marketing focus Postgraduate degree in: ➤ Marketing Management ➤ Strategic Brand Management ➤ Corporate Communications ➤ Business Administration (MBA) with specialization in marketing/brand strategy NB: If qualification certificates are not submitted the bidder will score zero points for both Experience and Qualifications	Experience to be considered: ➤ Developing and implementing brand strategies for institutions or large organizations ➤ Stakeholder engagement (internal and external) ➤ Corporate communications in regulated or public-sector environments ➤ Managing cross-functional projects (including creative design, communications campaigns, and research) Experience: ➤ 8 years and above experience = 10 points ➤ less than 8 years' experience = 5 points ➤ Less than 4 years' experience = 1 points ➤ No experience = 0 points Qualifications: ➤ Postgraduate degree and above = 10 points ➤ Bachelor's = 5 points ➤ National Diploma = 3 points	20
Bidders will be required to score a minimum of 70% of the total score to proceed to the second stage price and preference points		100

Service providers who score less than 70% on functionality will not proceed to the next stage which is Price and Preference points.

Stage 2: Price and Preference points Table 1: Specific goals for the tender and points claimed are indicated per the table below. The 80/20 preference point system is applicable, corresponding points

The specific goals allocated points in terms of this tender Bidder must also submit the following Proof of evidence to claim the allocated points: Youth Ownership – certified copy of B-BBEE certificate or valid Sworn Affidavit Woman Ownership – certified copy of B-BBEE certificate or valid Sworn Affidavit Black Owned certified copy of B-BBEE certificate or valid Sworn Affidavit/ NOTE: Submitted information will be verified through various platforms.	Number of points allocated(80/20 system) (To be completed by the organof state)
Black owned (requirement is 51 %+ ownership)	5
Women owned (requirement is 51 %+ ownership)	8
Youth owned (requirement is 51 %+ ownership)	7

10. COSTING

All Bidders' pricing must be quoted in South African Rands (ZAR), ceiling price is required.

11. Contact

Ms. Alu Chokoe

Email: Achokoe@gep.co.za

Bid queries

scm@gep.co.za



INTEGRITY PACT FOR BUSINESSES

FIGHTING CORRUPTION, PROMOTING INTEGRITY

1. INTRODUCTION

This agreement is part of the tender document, which shall be signed and submitted along with the tender document. The Chief Executive Officer of the bidding company or his/her authorised representative shall sign the integrity pact. If the winning bidder has not signed this integrity pact during the submission of the bid, the tender/proposal shall be disqualified.

2. OBJECTIVES

Now, therefore, the Gauteng Provincial Government and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as an integrity pact, to avoid all forms of corruption by following a system that is fair, transparent, and free from any influence/unprejudiced dealings before, during and after the currency of the contract to be entered, with a view to:

- 2.1 Enable the Gauteng Provincial Government to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- 2.2 Enable bidders to abstain from bribing or any corrupt practice to secure the contract by assuring them that their competitors will refrain from bribing and other corrupt practices and the Gauteng Provincial Government will commit to preventing corruption, in any form by their officials by following transparent procedures.

3. GOVERNANCE

- 3.1 The integrity pact seeks to ensure that both parties comply with all applicable provincial, national, continental, and international laws and regulations regarding fair competition and anti-corruption.

4. ENVIRONMENT

- 4.1 The integrity pact requires that both parties comply with all applicable environmental, health, and safety regulations.

5. PROTECTION OF INFORMATION

- 5.1 The integrity pact seeks to ensure that both parties undertake to protect the confidentiality of information. Each party, when given access to confidential information as part of the business relationship should not share this information with anyone unless authorised.

6. REPUTATION

- 6.1 The Gauteng Provincial Government wants to work with bidders who are proud of their reputation for fair dealing and quality delivery.
- 6.2 The Gauteng Provincial Government wants to ensure that working with government is reputation enhancing for the supplier.

- 6.3 The Gauteng Provincial Government expects bidders/suppliers to be protective of government's reputation, and ensure that neither they, nor any of their partners or subcontractors, bring government to disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in government.
- 6.4 The Gauteng Provincial Government further requires its bidders/suppliers to always adhere to ethical conduct even outside their contractual obligation with the Gauteng Provincial Government.

7. VALUES OF THE GAUTENG PROVINCIAL GOVERNMENT

- 7.1 The value system of the Gauteng City Region is shown below:

GAUTENG CITY REGION VALUES SYSTEM	
CORE VALUES	ETHICAL VALUES
Patriotism Purposefulness Team focused Integrity Accountability Passionate Activism	Integrity Accountability Dignity Transparency Respect Honesty

- 7.2 The Gauteng Provincial Government commits to ensure that the values system is embedded into the day-to-day operations of its institutions.

8. COMMITMENTS OF THE GAUTENG PROVINCIAL GOVERNMENT

The Gauteng Provincial Government commits itself to the following:

- 8.1 The GPG commits that its officials will at all times conduct themselves in accordance with Treasury Regulations 16A.8¹, copy of which is attached marked Annexure A, and that:
- 8.1.1 The GPG is committed to doing business with integrity and proper regard for ethical business practices.
- 8.1.2 The GPG hereby undertakes that no official of the GPG, connected directly or indirectly with the contract will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour, or any material or immaterial benefit or any other advantage from the bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 8.1.3 The GPG further confirms that its officials have not favoured any prospective bidder in any form that could afford an undue advantage to that bidder during the tendering stage and will further treat all bidders alike.

¹ Government Notice No. R. 225 of 2005 published under Government Gazette No. 27388 of 15 March 2005, as amended

8.1.4 The GPG will during the tender process treat all Bidder(s) with equity.

8.1.5 All officials of the GPG shall report any attempted or completed violation of clauses to the following details:

	Gauteng Ethics Hotline	National Anti-Corruption Hotline
Toll-free number	080 1111 633	0800 701 701
SMS call-back	49017	N/A
E-mail	gpethics@behonest.co.za	nach@psc.gov.za
Fax	086 726 1681	0800 204 965
Website	www.thehotline.co.za	www.publicservicecorruptionhotline.org.za
Post	Chief Directorate: Integrity Management Private Bag X61 Marshalltown 2001	Public Service Commission Private X121 Pretoria 0001
Walk-in	Office of the Premier 55 Marshall Street Marshalltown Johannesburg 2001	Gauteng Provincial Office Public Service Commission Schreiner Chambers 6 th Floor 94 Pritchard Street Johannesburg

8.1.6 Following the report on the violation of the above clauses by the official(s), through any source, the GPG shall investigate allegations of such violations against the official or other role players and when justified:

- a) Take steps against such official and other role players (necessary disciplinary proceedings, and/or any other action as deemed fit, bar such officials from further dealings related to the contract process). In such a case, while an enquiry is being conducted by the Gauteng Provincial Government the proceedings under the contract would not be stalled.
- b) Inform the relevant Treasury of steps taken in 8.1.5(a) against such officials; and
- c) Report any conduct by such official and other role players that may constitute an offence to the South African Police Service.

9. COMMITMENTS OF THE BIDDERS

The bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his/her bid or during any pre-contract or post contract stage to secure the contract or in furtherance to secure it and commits himself/herself to the following:

- 9.1 The bidder is committed to doing business with integrity and proper regard for ethical business practices.
- 9.2 The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to any official of the Gauteng Provincial Government, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 9.3 The bidder further undertakes that he/she has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to an official of the Gauteng Provincial Government or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Gauteng Provincial Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Gauteng Provincial Government.
- 9.4 The bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 9.5 The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 9.6 The Bidder(s)/Contractor(s) will, when presenting his / her bid, disclose any and all payments he /she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- 9.7 In case of sub-contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub-Contractor.
- 9.8 The bidder shall report any attempted or completed violation of clauses 9.1 to 9.7 including any alleged unethical conduct to the Gauteng Ethics Hotline (details are provided at clause 8.1.4).
- 9.9 The bidder (or anyone acting on its behalf) warrants that:
 - 9.9.1 It has not been convicted by a court of law for fraud and/or corruption with respect to the procurement/tendering processes; and/or
 - 9.9.2 It has not been convicted by a court of law for theft or extortion; and/or
 - 9.9.3 It is not listed on the National Treasury's database of Restricted Suppliers or Register of Tender Defaulters.

10. SANCTIONS FOR VIOLATION

- 10.1 The breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.
- 10.2 The breach of the Pact or providing false information by the Bidder, or any one employed by him, or acting on his behalf (whether without the knowledge of the Bidder), or acting on his/her behalf, shall be dealt with as per the provisions of the Prevention and Combating of Corrupt Activities Act (12 of 2004).
- 10.3 The Gauteng Provincial Government shall also take all or any one of the following actions, wherever required:
- To immediately call off the pre-contract negotiations without giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.
 - To immediately cancel the contract, if already awarded/signed, without giving any compensation to the bidder.
 - To recover all sums already paid by the Gauteng Provincial Government.
 - To cancel all or any other contracts with the bidders and GPG shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value.
 - To submit the details of the bidder to the National Treasury to register on the database for tender defaulters.

11. CONFLICT OF INTEREST

- 11.1 A conflict of interest involves a conflict between the public duty and private interest (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflicts of interest would arise in a situation when any concerned members of both parties are related either directly or indirectly, or has any association or had any confrontation. Thus, conflict of interest of any tender committee must be declared in a prescribed form.
- 11.2 The bidder shall not lend or borrow any money from or enter any monetary dealings or transactions, directly or indirectly, with any member of the tender committee or officials of the Gauteng Provincial Government, and if he/she does so, the Gauteng Provincial Government shall be entitled forthwith to rescind the contract and all other contracts with the bidder.

12. LEGAL ACTIONS

- 12.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

13. VALIDITY

- 13.1 The validity of this Integrity Pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the Gauteng Provincial Government and the bidder (service provider).
- 13.2 Should one or several provisions of the Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

GPG INTEGRITY PACT FOR BUSINESSES

BIDDER/SUPPLIER/SERVICE PROVIDER	
Signature of the CEO	
Full name of the CEO	
Tender number	
Date	