



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

Private bag x 193, PRETORIA, 0001, Forum Building, Cnr Struben and Bosman Street, PRETORIA.

Ref: CSS 5/11/1

Enq: Mr Skosana or Mrs. L Nzimande

Tel Number: (012) 309-3035/3255

Dear Sir / Madam

BID NUMBER: SCM/03/2022/ODG

1. The Department of Transport requires the service as described per attached bid invitation and you are requested to complete the bidding documents and to submit it in accordance with the under mentioned stipulations:
 - The bid must be submitted in a sealed envelope with the name and address of the bidder with the number and closing date indicated on the envelope. The envelope must not contain documents relating to any bid other than that shown on the cover of the envelope;
 - Bids must be submitted in the bid/tender box on or before the closing date and time, couriered bid documents must be received before the closing date and time, failure to do so may invalidate the bid.
 - The attached forms, if completed in detail and returned, will form part of your bid; and
 - Prices must be VAT inclusive and all other expenses/disbursements, and be valid for a period of at least **90 days** from closing date.
 - Closing date for submitting bids is 09 November 2022 at 11:00 AM
2. You are advised to acquaint yourself with the contents of the attached general conditions of contract and the checklist.
3. It will be expected of the successful bidder to sign a formal contract at this office within seven (7) days after receiving a letter of acceptance.
4. **NB. Kindly note that this is a Two envelope system (for financial proposal submit One (1) original hard copy and One (1) scanned USB/CD PDF: Annexure B, and for Technical Proposal submit One (1) original hard copy and Four (4) scanned USB/CD's PDF : Annexure A. No hard copies except for both originals**

Kind Regards

For **DIRECTOR GENERAL: TRANSPORT**

DATE: 20/11/2022



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF TRANSPORT

Directorate: Supply Chain Management

Private Bag X193, PRETORIA, 0001; TEL: (012) 309 3248

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A
SERVICE PROVIDER TO CONDUCT EXTERNAL QUALITY
ASSESSMENT ON INTERNAL AUDIT FOR THE DEPARTMENT
OF TRANSPORT**

SCM/04/2022/ODG

CONTACT DETAILS

Administrative Contact	Technical Contact
Quotation's Office	Project Manager
Name: Thabo Skosana	Name: Ms Nomboniso Haka
Directorate: Supply Chain Management	Directorate: Internal Audit
Tell: 012 309 3035	Tell: 012 309 3076
E-mail: SkosanaT@dot.gov.za	E-mail: HakaN@dot.gov.za



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA



Private Bag X193, Pretoria, 0001, Forum Building, c/r Struben and Bosman Streets,

TERMS OF REFERENCES FOR THE APPOINTMENT OF A SERVICE PROVIDER/CONSULTANT TO CONDUCT EXTERNAL QUALITY ASSESSMENT ON INTERNAL AUDIT FOR THE DEPARTMENT OF TRANSPORT

1. PURPOSE

- 1.1 The Department of Transport would like to invite quotations from competent service providers to conduct external quality assessment for the Internal Audit Activity.
- 1.2 Internal Audit wishes to obtain services of an external service provider to perform quality assurance review covering the period from 01 April 2016 to 31 March 2021.

2. BACKGROUND

- 2.1 The internal audit activity is responsible for evaluating the adequacy and effectiveness of internal controls and departmental processes and contribute on improvement of governance, risks management and internal controls.
- 2.2 The International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors (IIA Standards) require external quality assessments (QA) of the internal audit activity to be conducted at least once every five years by a qualified, independent reviewer or review team from outside the organization. The last external QAR of the internal audit function was conducted and completed in 2014.

3. SCOPE OF WORK

- 3.1 The service provider will evaluate the internal audit activity's conformance with the Internal auditing definition, Standards and an evaluation of whether internal auditors conform to the Code of Ethics. Assess the efficiency and effectiveness of the Internal Audit Activity and identify opportunities for improvement.

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- 3.2 The external Quality Assurance will assess all of internal audit activities, such as but not limited to:
- a. Annual work planning, including use of resources;
 - b. Various types of audit units and functions, and directly-implemented projects;
 - c. Audit follow-up system;
 - d. Advisory services;
 - e. Coordination with external auditor; and
 - f. Relationship with senior management and Audit Committee.
- 3.3 It will also assess the organizational status and mandate as well as the proficiency of auditors.
- 3.4 Based on the department's plan timeframes, the final report must be submitted to the Internal Audit Activity within a month after the commencement of the review.
- 3.5 The contract period will be six (6) months to accommodate the presentation of the results of the assessment to the Audit Committee.

4. PROJECT DELIVERABLES

- 4.1 Compile a clear project plan;
- 4.2 Evaluation of the Internal Audit Activity's conformance with;
- a. The Internal Auditing definition,
 - b. Internal Auditing Standards, and
 - c. The Code of Ethics
- 4.3 Assess the efficiency and effectiveness of the Internal Audit Activity;
- 4.4 Identify opportunities for improvement;
- 4.5 Craft findings;

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- 4.6 Solicit root cause of the findings;
- 4.7 Obtain management comments on findings raised;
- 4.8 Produce draft report;
- 4.9 Incorporate comments into final report;
- 4.10 Table final report to the Internal Audit Activity; and
- 4.11 Present the final report to the Audit Committee.

5. MANDATORY REQUIREMENTS

- 5.1 Service providers are required to be registered on the Central Supplier Database and the Department of Transport shall verify the bidder's tax compliance status through the Central Supplier Database. Where Consortia/ Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.
- 5.2 It is therefore a condition of this quotation that tax matters of suppliers be in order at any point in time from the closing date of the quotation. The department will only award a service provider(s) whose tax status on Central Supplier Database is compliant.
- 5.3 Compliance should remain valid for the duration of the contract.

6. EVALUATION CRITERIA

- 6.1 Only service providers who have complied with mandatory requirements will be evaluated for functionality. Service providers must, as part of their quotation documents, submit supportive documentation for all functional requirements as indicated. The Evaluation Committee responsible for scoring quotations will evaluate and score based on submissions and the information provided.
- 6.2 The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

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- 6.3 Functionality will be evaluated on the basis of the supporting documentation supplied by service providers in accordance with the below functionality criteria and values.
- 6.4 The evaluation of the functionality will be evaluated individually by Members of Evaluation Committee in accordance with the below functionality criteria and values.
- 6.5 The applicable values that will be utilized when scoring each criteria ranges from: **1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent**

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
ABILITY AND CAPABILITY	<p>Company experience:</p> <p>Experience of the firm in conducting external quality assurance services (Reference letter under the client-company letter head, with contactable details which confirms that the firm is successfully managing or has previously managed projects of a similar nature must be attached). The reference letter must state the duration and if the project was completed successfully. Must have reference letters from at least 3 different organizations where it performed similar assignments.</p>	10
	<p>Project Leader to be utilized in the execution of the contract– please attach personnel CVs with skill(s)/ experience/ qualification/s relating to external quality and improvement program</p> <p>Must be a Certified Internal Auditor (CIA) with at least 5 years of internal audit experience at managerial level and has led at least three external quality assessments.</p>	25

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EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
	<p>Team members</p> <p>Must have minimum of Bachelor's Degree: Accounting / Auditing or Finance coupled with a minimum of 5 years internal auditing experience.</p> <p>Must have an experience and knowledge of reviewing internal audit work.</p> <p>Must have knowledge and experience of IIA Standards.</p> <p>The team members combined must have internal audit experience including assurance, performance, Information Technology and financial auditing.</p>	25
	<p>Flexibility in customer service in terms of turnaround times with regard to solving problems which may arise during the execution of the contract i.e. contingency plan.</p>	15
METHODOLOGY	<p>Service provider should provide comprehensive project execution plan covering the entire scope of work including proposed work schedule/duty sheet/ work plan with clear <u>deliverables</u> and <u>timeframes</u> for each task to be completed.</p>	25
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100

**TERMS OF REFERENCES FOR THE APPOINTMENT OF A SERVICE PROVIDER
/CONSULTANT TO CONDUCT EXTERNAL QUALITY ASSESSMENT ON INTERNAL
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Scoring Criterion	1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
Company experience: Experience of the firm in conducting external quality assurance services (Reference letter under the client-company letterhead, with contactable details, which confirms that the firm is successfully managing or has previously managed projects of a similar nature, must be attached). The reference letter must state the duration and if the project was completed successfully. Must have reference letters from at least 3 different organizations where it performed similar assignments	0 to 2 year of knowledge and experience	3 to 4 years of knowledge and experience	5 to 6 years of knowledge and experience	Over 7 to 9 years of knowledge and experience	Over 9 years of knowledge and experience.
Project Leader: To be utilized in the execution of the contract– please attach personnel CVs with skill(s)/ experience/	0 to 2 year of knowledge and experience	3 to 4 years of knowledge and experience	5 to 6 years of knowledge and experience	Over 7 to 9 years of knowledge and experience	Over 9 years of knowledge and experience.

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Scoring Criterion	1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
<p>qualification/s relating to external quality and improvement program</p> <p>Must be a Certified Internal Auditor (CIA) with at least 5 years of internal audit experience at managerial level and has led at least three external quality assessments.</p>					
<p>Team Members:</p> <p>Must have minimum of Bachelor's Degree: Accounting / Auditing or Finance coupled with a minimum of 5 years internal auditing experience.</p> <p>Must have an experience and knowledge of reviewing internal audit work.</p> <p>Must have knowledge and experience of IIA Standards.</p> <p>The team members combined must have</p>	0 to 2 year of knowledge and experience	3 to 4 year of knowledge and experience	5 to 6 year of knowledge and experience	7 to 9 years of knowledge and experience	Over 9 years of knowledge and experience

**TERMS OF REFERENCES FOR THE APPOINTMENT OF A SERVICE PROVIDER
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Scoring Criterion	1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
internal audit experience including assurance, performance, Information Technology and financial auditing.					
Flexibility in customer service: In terms of turnaround times with regard to solving problems which may arise during the execution of the contract i.e. contingency plan.	No Plan or irrelevant	Plan indicating turnaround time of 7 days and above	Plan indicating turnaround time of 5-6 days	Plan indicating turnaround time of 3-4 days	Plan indicating turnaround time of 1-2 days
Detailed proposed methodology of how the project will be executed that covers the proposed scope of work, proposed work schedule, proposed systems to be used, proposed resources and proposed time frames.	No methodology or irrelevant deliverables	Methodology not including clear deliverables	Methodology indicating deliverables	Methodology indicating clear and relevant deliverables	Methodology indicating clear and relevant deliverables with opportunities

6.6 Quotations that fail to achieve a minimum of 70 points out of **100** points for functionality will be disqualified. This means that such quotations will not be evaluated on the Preference Points System stage.

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6.7 Second Stage – Evaluation in terms of 80/20 Preference Points System

Only quotations that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system.

6.8 Calculating of points for B-BBEE status level of contribution

Points will be awarded to a service provider for attaining the B-BBEE status level of contribution in accordance with the table below:

<u>B-BBEE Status Level of Contributor</u>	<u>Number of Points (90/10 System)</u>	<u>Number of Points (80/20 System)</u>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 6.9 Service providers are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof or a sworn affidavit at the closing date and time of the quotation

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in order to claim the B-BBEE status level point. The points scored in respect of the level of B-BBEE contribution will be added to the points scored for price.

- 6.10 Only service providers who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the quotation will be considered for preference points. A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender
- 6.11 Failure on the part of the service provider to comply with paragraphs 6.9 and 6.10 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 6.12 The Department of Transport may, before a quotation is adjudicated or at any time, require a service provider to substantiate claims it has made with regard to preference.
- 6.13 The points scored will be rounded off to the nearest 2 decimals.
- 6.14 In the event that two or more service providers have scored equal total points, the contract will be awarded to the service provider scoring the highest number of preference points for B-BBEE.
- 6.15 However, when functionality is part of the evaluation process and two or more service providers have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the service provider scoring the highest for functionality.
- 6.16 Should two or more quotations be equal in all respects; the award shall be decided by the drawing of lots.
- 6.17 A contract may, on reasonable and justifiable grounds, be awarded to a service provider that did not score the highest number of points.

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7. RULES OF QUOTATIONS

FORMAT AND SUBMISSION OF QUOTATIONS

- 7.1 Service providers must submit their quotations on the stipulated closing date and time. Late quotations will not be considered.
- 7.2 It is imperative that service providers submit detailed quotation to ensure that it is essential to comply with all conditions pertaining to mandatory requirements.
- 7.3 Each service provider must attach all applicable documents in support of its quotation in accordance with the requirements set out in this terms of reference as well as any other relevant materials, photographs and/or attachments.
- 7.4 Each quotation, once submitted, constitutes a binding and irrevocable offer to provide the Services on set out terms, which offer cannot be amended after its date of submission.
- 7.5 Department of Transport (DOT) reserves the right to accept or consider any quotation in full or in part or any responses or submissions in relation thereto.
- 7.6 DOT reserves the right to request any additional information that it may require or deem necessary. All such requests shall be in writing.
- 7.7 After careful consideration and thorough examination of the proposals, DOT shall select the successful service provider whose proposal most closely satisfies the criteria and the requirements. The lowest price (management fee where applicable) offered will not necessarily be a decisive factor in choosing between Proposals.
- 7.8 Service Providers must adhere to the two-envelope system. The financials must not be included in the technical proposals.
- 7.9 The technical proposal and financial proposal must be separate.

8. REQUEST FOR INFORMATION

Firms may ask for clarification on this TOR or any of its Annexures up to close of business forty-eight (48) hours before the deadline for the submission of quotations. Any request for clarification must be submitted by email to the Bid Office.

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9. SUB-CONTRACTING, PARTNERSHIP/CONSORTIUM/JOINT VENTURE AND COMPANY REQUIREMENTS

- 9.1 The successful service provider must obtain prior DOT approval to sub-contract, and/or amend the sub-contracting arrangements.
- 9.2 A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.
- 9.3 A proposal submitted by a partnership must be accompanied by a written partnership agreement
- 9.4 A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
 - 9.4.1 the conditions under which the consortium will function;
 - 9.4.2 its period of duration;
 - 9.4.3 the persons authorized to represent it;
 - 9.4.4 the participation of the several parties forming the consortium;
 - 9.4.5 the benefits that will accrue to each party;
 - 9.4.6 any other information necessary to permit a full appraisal of its functioning.

10. SECURITY AND CONFIDENTIALITY OF INFORMATION

- 10.1 No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of the Department, except where authorized in writing to do so. All information will be held strictly confidential. The successful Service Provider may be required to sign a Confidentiality Agreement with the Department.
- 10.2 Any intellectual property that emanates from this project will be the sole property of the department.

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11. TERMS AND CONDITIONS

- 11.1 The Department reserves the right to amend, modify or withdraw this Terms of Reference (TOR) document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Service Provider.
- 11.2 Neither the Department, nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in this TOR document, and nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.
- 11.3 The costs of preparing proposals and of negotiating the Contract will not be reimbursed.
- 11.4 The Department also reserves the right to call interviews with short-listed Service Providers before final selection, and to negotiate price with the Preferred Service Providers.
- 11.5 Firms may not contact the Department on any matter pertaining to their quotations from the time when quotations are submitted to the time the Contract is awarded. Any effort by a Service Provider to influence quotations evaluation, comparisons or award decisions in any manner, may result in rejection of the quotation concerned.

11.6 ALL SERVICE PROVIDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE AT NATIONAL TREASURY.

More information in this regard is available on www.ocpo.treasury.gov.za. Proof of registration must be submitted together with the technical proposal.

- 11.7 Service providers may provide any additional information deemed important for the DOT to consider.
- 11.8 Prospective service providers must at all times comply with the Department's Supply Chain rules and processes with regard to all projects and payments.

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12. PAYMENT

12.1 **Invoice:** The Contractor's Project Manager shall at the end of each deliverable submit a consolidated invoice, certified as correct by the Contractor's Project Manager, showing the actual work performed, hours worked, and manpower inputs for the task and associated costs accompanied by all supporting documents.

12.2 **Detailed Pricing:** Service Providers must complete the required SBD Pricing documents and ensure that Prices are:

12.2.1 Firm and inclusive of all costs, including disbursements;

12.2.2 Inclusive of VAT, if applicable;

12.2.3 Correctly calculated and identical to the financial proposal.

12.2.4 Pricing should be detailed, with proper cost breakdown, in line with milestones.

12.2.5 The Department uses a two-envelope system. **NO PRICES MUST REFLECT IN THE TECHNICAL PROPOSAL.**

12.3 Rates:

According to the 23 October 2013 Cabinet Resolution as defined in the National Treasury Instruction 01 of 2013/14: Cost Containment Measures sub-paragraph 4.2; the Consultants (or Service Provider) will only be remunerated on the following rates regime:

12.3.1 The "Guidelines for fees" issued by the South African Institute of Chartered Accountants (SAICA);

12.3.2 The "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

12.3.3 Based on the body regulating the profession of the Consultant.

12.4 Payment information

12.4.1 An invoice only becomes due and payable:

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- a. When the Project Manager signs-off on the specific deliverable and submits the invoice for payment;
- b. When the invoice is correct with regards to calculations, information contained, banking details and supporting documents.

12.4.2 It is important to ensure that invoices are correctly submitted and reference the project name, DOT number and Order Nr.

12.4.3 Non-compliance will delay the payment process.

13. CONTACT DETAILS

Administrative Contact	Technical Contact
Bidding Office	Project Manager
Name: Mr Linda Sidumo	Name: Ms Nomboniso Haka
Directorate: Supply Chain Management	Deputy Director: Internal Audit
Tell: 012 309 3913/3255	Tel: 012 309 3076
E-mail: SidumoL@dot.gov.za	E-mail: HakaN@dot.gov.za

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER: SCM/04/2022/ODG		CLOSING DATE: 09 November 2022		CLOSING TIME: 11:00 AM	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thabo Skosana		CONTACT PERSON	Ms Nomboniso Haka	
TELEPHONE NUMBER	012 309 3035		TELEPHONE NUMBER	012 309 3076	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	SkosanaT@dot.gov.za		E-MAIL ADDRESS	HakaN@dot.gov.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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the 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.....
	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 contributions and skills development levies.

Name of Bidder:

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

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

TOTAL: R.....

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

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

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

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 **DECLARATION**

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		

Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

.....

.....

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

DATE:

ADDRESS

.....
.....