



SCM Enquiries: MR Nhlanhla Shikwambana

Tel : 012 441 3421

Reference: NSRFQ 04

SUBJECT: THE APPOINTMENT OF A SUITABLY QUALIFIED/ EXPERIENCED SERVICE PROVIDER TO CONDUCT AN EVALUATION STUDY ON THE SOCIAL COHESION.

REQUIRED BY: DEPARTMENT OF SPORT, ARTS & CULTURE

1. Kindly furnish the Department with quotation for the above mentioned subject.
2. SBD 4 and SBD 6.1 forms are attached for completion.
3. Bidders are requested to submit quotation, attached SBD together with proof of B-BEEE status level of contributor.
4. The quotations will be evaluated on 80/20 preference point system. Failure to submit proof of B-BBEE status level of contributor will result in zero preference points being awarded for B-BBEE.
5. These forms must be returned with your quotation to the following email address: NhlanhlaS@dsac.gov.za.
6. The closing is 30 May 2023

Signature



Date 24-05-2023



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OFFICIAL SPECIFICATION FORM

Specification for:	Evaluation study on the Social Cohesion Advocates Programme			
Directorate:	Research and Policy			
Unit:	CD: Strategic Management and Planning			
Was this service previously requested in this current financial year? If yes, please provide reasons why is requested again on your memo to procure.	Yes		No	X
Departmental Assets	Yes		No	X
Item Description:				Quantity
THE APPOINTMENT OF A SUITABLY QUALIFIED/EXPERIENCED SERVICE PROVIDER TO CONDUCT AN EVALUATION STUDY ON THE SOCIAL COHESION ADVOCATES PROGRAMME				1 x Evaluation Report
<p>The following tasks are required from the Service Provider:</p> <ul style="list-style-type: none"> a) The appointed service provider is expected to conduct implementation/process as well as impact evaluations to assess the implementation of the Social Cohesion Advocates Programme. b) Produce the inception report (where the proposal is discussed, reviewed and final proposal approved before initiating the evaluation study) c) Develop theory of change in case there is none, log frame and evaluation questions. d) Conduct literature review and other sources e) Develop sampling strategy and data collection plan f) Collect data g) Analyse and interpret data h) Prepare first draft report i) Brief reference group and integrating feedback j) Conduct consultative workshop with relevant stakeholders to present and validate findings k) Prepare final Evaluation Report l) Transfer skills and build capacity to the Research and Policy staff members. 				
<ul style="list-style-type: none"> • The successful service provider will be required to meet with DSAC representatives 				



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once the Supply Chain Management Unit confirms the appointment. Dr Ruth Mojalefa will serve as a contact person for the department and her contacts are 066 304 1656 / 012 441 3141		
<ul style="list-style-type: none"> The successful service provider must work closely with the Department on this task and will be expected to update DSAC regularly to enable the Department to monitor progress. The budget should include all logistics as well as travel expenses and any other financial matters under the task description. The service provider will be responsible for his/her own transport arrangements to attend any meeting scheduled by the Department, meetings with participating stakeholders and costs incurred should be incorporated into the final budget. The service provider's quotation should include VAT and any provision for escalation in the price of facilities or services rendered by other providers. 		
Requestor: Name (in print)	Signature	Date
Mpjamaleka Nkadameng		12/4/23
Director/ Delegate: Name (in print)	Signature	Date
Dr Ruth Mojalefa		
Technical Enquiries: Name (in print)	Telephone Number	E-mail address
Dr Ruth Mojalefa	066 304 1656	ruthm@dsac.gov.za

Note: Department doesn't provide tools of trade to the service providers



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DEPARTMENT OF SPORT, ARTS AND CULTURE

SPECIFICATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN EVALUATION STUDY OF THE SOCIAL COHESION ADVOCATES PROGRAMME

BACKGROUND

1.1 Department of Sport Arts and Culture is mandated through Priority 06: Social Cohesion and Safe Communities, to develop, facilitate and establish programmes aimed at empowering communities create a positive and socially cohesive society. This notion also finds expression in the National Development Plan (NDP). The NDP envisages that by 2030 South Africa will have made significant progress towards achieving social cohesion, through the lens of reduced inequalities, greater integration of living spaces between citizen groups, enhanced intergroup interactions and greater employment.

1.2 Pursuant to this goal, in 2012 as part of the recommendations of the Kliptown Social Cohesion Summit, DSAC established the Social Cohesion Advocates Programme with the ultimate aim of galvanizing the whole country around the commitment to build a non-racial, non-sexist, equal and democratic society. The Social Cohesion Advocates program, which is comprised of eminent members of our society from various sectors,



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aims to ensure that social cohesion becomes the responsibility of all sectors and that all significant sectors of our society play a meaningful role to advocate for social cohesion in our society. It is for this reason that Social Advocates were appointed to advocate for social cohesion in collaboration and on behalf of the government. It means one of the roles of the Social Cohesion Advocates Programme is to mobilize different sectors of the society, to participate in social dialogues intending to promote social cohesion in South Africa.

1.3 The Social Cohesion Advocates themes which address a wide variety of issues that affect our society in terms of nation building and social cohesion. Their areas of work based on their wide range of expertise involve among others the following:

- Moral regeneration,
- Fostering the constitution and constitutional values
- Arts culture and heritage
- Sport and recreation
- Women's empowerment and gender equality
- Children's right and positive parenting
- Promoting active citizenry and leadership
- Youth
- Disability and the rights of the elderly
- Fostering equal opportunities, inclusion, and redress
- Community development, safety and social justice
- Socioeconomic growth and inclusion



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- Climate change and environment
- Advocacy and education
- Media and communication

1.4 The Social Cohesion Advocates Programme has been running for a little over three years with a dedicated budget. It will run for the period of five years. It was never assessed. The evaluation study is therefore necessary to determine the effectiveness of the Programme.

1.5 The objectives of the Social Cohesion Advocates Programme are as follows:

- To promote the creation of a caring, proud, and cohesive society regardless of race, gender, culture, or socio-economic class
- Fostering social inclusion and integration
- To create an environment in which citizens can develop their capabilities to live together in peace and feel a sense of belonging and ownership.
- To promote people's involvement, participation, and contribution to decision-making processes at local, provincial, and national level. These are in form of, but are not limited to:
 - Being involved in platforms to gauge the status of social cohesion in provinces and communities;



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- Participating in social cohesion dialogues that are organised by various social partners,
- Utilising the national activities of significance, including National Days, to promote social cohesion; and
- Implementing activations that tackle relentless social ills (such as Gender Based Violence and Femicide, Alcohol and Drug Abuse, Teenage pregnancy, Bullying, Crime, racism and etc);
- To promote behaviour and conduct that is aligned with the constitutional values, principles and ideals.

OBJECTIVES OF THE EVALUATION STUDY

1.6 The objectives are as follows:

- To conduct an implementation/process evaluation study coupled with design evaluations to assess how the Social Cohesion Advocates Programme has been implemented.
- To assess the impact as a result of the of the Social Cohesion Advocates Programme. To measure changes in outcomes (What is the impact of the Social Cohesion Advocates Programme)?
- To measure progress in terms of promotion of non-racialism, non-sexism, equality and human solidarity; advancing constitutional democracy, human rights and equality; building unity amongst South Africans,



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- How have beneficiaries' lives changed as a result of the Social Cohesion Advocates Programme?
- To assess if the Social Cohesion Advocates Programme achieved the intended objectives.
- Is the targeted audience reached as intended?
- To assess if the Social Cohesion Advocates Programme yielded good/expected results.
- What are the lessons learned?
- What is the value for money?
- What are the operational constraints and how can they be addressed?

PROPOSED METHODOLOGIES

1.7 The research/evaluation mixed methods approach should be employed. It is believed that employing both quantitative and qualitative methods for data collection purposes, will help to answer the above-mentioned objectives. Furthermore, literature and document reviews should also be considered. That should also include related instruments for the primary research component. The service provider is also expected to provide a synthesis of knowledge by consulting and using existing evidence to define the context and provide international comparisons where possible.

TASK DESCRIPTION

1.8 The DSAC requires the services of a duly experienced and knowledgeable service provider in undertaking the following tasks:



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	TASKS
	<p>The following tasks are required from the Service Provider:</p> <ul style="list-style-type: none"> a) The appointed service provider is expected to conduct implementation/process as well as impact evaluations to assess the implementation of the Social Cohesion Advocates Programme. b) Produce the inception report (where the proposal is discussed, reviewed and final proposal approved before initiating the evaluation study) c) Develop theory of change in case there is none, log frame and evaluation questions. d) Conduct literature review and other sources e) Develop sampling strategy and data collection plan f) Collect data g) Analyse and interpret data h) Prepare first draft report i) Brief reference group and integrating feedback j) Conduct consultative workshop with relevant stakeholders to present and validate findings k) Prepare final Evaluation Report l) Transfer skills and build capacity to the Research and Policy staff members.
	REPORTING
	<p>The successful service provider will be required to meet with DSAC representatives once the Supply Chain Management Unit confirms the appointment.</p>



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	Dr Ruth Mojalefa will serve as a contact person for the Department and her contacts are 066 304 1656 .
	The successful service provider must work closely with the Department with regards to this evaluation project and will be expected to report regularly to the DSAC to enable the Department to monitor progress.
	The successful service provider will be expected to render a professional service to the Department. The contract is valid from the day of official appointment until the delivery of the final documents to the Department within five and a half months of the date of appointment or whichever comes first. The service provider must adhere to the schedule/ work plan as provided by DSAC.
	FINANCIAL IMPLICATIONS
	The service provider must stipulate the maximum ceiling price and the payment schedule
	The service provider must demonstrate how the fee was arrived at by Including a detailed budget with expenditure projections
	The budget should include all logistics as well as travel expenses and any other financial matters under the task description.



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	The service provider will be responsible for his/her own transport arrangements to attend any meeting scheduled by the Department and costs incurred should be incorporated into the final budget.
	The service provider should also budget for all communication costs (where applicable) since they will not be using Departmental facilities
	The service provider's quotation should include VAT and any provision for escalation in the price of facilities or services rendered by other providers.
	ETHICS
	All information provided shall be treated with confidentiality. All work done by the successful service provider on the evaluation project becomes the intellectual property of the DSAC and need to be handed over to the Department upon completion
	SKILL TRANSFER AND CAPACITY BUILDING
	The potential service provider should be able to transfer skills to the unit: Research and Policy (including other relevant officials where needed).
	INDEMNIFICATION AND DISPUTE RESOLUTION
	By agreeing to the terms of this contract the service provider agrees to indemnify and hold DSAC harmless from and against any inquiry loss, claim or action arising out of performance of the service provider's responsibilities under the contract.



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The appointed service provider will be requested to sign the service level agreement with the Department. DSAC has the right to terminate this agreement in writing and provide reasons for that.

ENQUIRIES

- 1.9 All enquiries related to the technical content of the Terms of Reference may be directed in writing to the officials listed below:

For Technical Enquiries:

Name: Dr Ruth Mojalefa

Tel: 066 304 1656

E-Mail: ruthm@dsac.gov.za

For Supply Chain Management Enquiries:

Name: Mr Tuelo Thubisi

Tel: 012 441 3504

E-Mail: tuelot@Dsac.gov.za



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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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:

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

Where

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

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

1		10		
2		9		
3		8		
4		5		
5		4		
6		3		
7		2		
8		1		
Non-compliant contributor		0		
Specific goals		10		
Women		4		
Youth		4		
People living with Disabilities		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in

addition to any other remedy it may have –

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

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

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

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

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Signature	Date
.....
Position	Name of bidder