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**TERMS OF REFERENCE**

**FOR THE PROVISION OF TECHNICAL ASSISTANCE SERVICES TO THE JOBS FUND  
WITH AGRICULTURAL EXPERTISE**

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**Programme Identification**

<b>Name of Client</b>	The Jobs Fund
<b>Project Reference Number</b>	PN558
<b>Name of Sub-Project</b>	Provision of Technical Assistance Services to the Jobs Fund with Agricultural Expertise (up to 3)
<b>Contracting Authority</b>	Government Technical Advisory Centre (GTAC), National Treasury
<b>Accountable Officer</b>	Ms. Najwah Allie-Edries
<b>Project Purpose</b>	Provision of Technical Assistance Services to the Jobs Fund with Agricultural Expertise (up to 3)

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## **1 BACKGROUND INFORMATION**

### **1.1 The Jobs Fund**

The President announced the Jobs Fund during the State of the Nation Address on 10 February 2011. The objective of the Jobs Fund (JF) is to co-finance innovative public and private sector initiatives that will significantly contribute to job creation. The Jobs Fund operates on challenge fund principles, as a catalyst for innovation and investment in new ways of working that contribute to employment creation.

The Jobs Fund complements existing efforts by the government to combat unemployment with a targeted programme of support for effective labour market interventions and job creation projects in the short to medium term.

As of 01 October 2014, the Jobs Fund is administered by the Government Technical Advisory Centre (GTAC) in the National Treasury.

### **1.2 Need for Agricultural Specialists**

The Jobs Fund has an existing portfolio of agricultural projects, many of them involving smallholder farmer support.

The Jobs Fund requires agricultural specialists to assist with the appraisal of new applications, contracting, provision of project implementation support and monitoring of project progress, and other services as outlined in this document.

Specialists are not required to work on a full-time basis.

- i. The work on Project Appraisal and contracting will be assignment-based when the Fund opens a new funding round.
- ii. Project implementation monitoring (time and material) is pegged at not more than 3 (three) days (8 hours a day) per quarter per project, including time for preparing for a site visit, undertaking a site visit, and compiling the site visit report.
- iii. Notwithstanding the above, the Jobs Fund, on a prior-approval basis, may consider allowing more time on a case-by-case basis for example, where the Jobs Fund requires the specialist to undertake more than one site visit on a project during a particular quarter.
- iv. Remuneration for the time spent with respect to special tasks, including but not limited to providing technical feedback/input to the Jobs Fund, participating in funding round designs, project evaluations, learning agenda (dissemination and research) and attending meetings as may be requested by the Jobs Fund, will be on an hourly basis per the agriculture specialist contracted remuneration.

## **2 PURPOSE**

The purpose of these Terms of Reference is to secure three (3) agricultural sector specialists to provide technical assistance services to the Jobs Fund. No more than two (2) individuals may be appointed from the same bidder.

### **3 OBJECTIVES OF THE SERVICES TO BE PROVIDED**

#### **3.1 Objectives**

The Terms of Reference for Agricultural Specialists consists of three components, namely (i) appraisal and contracting of new project applications; (ii) monitoring performance of a portfolio of agricultural projects; and (iii) providing other services as may be requested by the Jobs Fund, as outlined in this document. The three components are discussed in further detail below:

##### **3.1.1 New Project Applications**

The JF will be opening new funding rounds in the coming financial year. During previous funding rounds, the Jobs Fund received several applications from the agricultural sector, which might recur in future rounds.

The Jobs Fund requires agricultural specialists to assist with a variety of tasks when it receives new agriculture sector applications:

- i. Appraisal of applications at Stage 1 (concept note);
- ii. Appraisal of applications at Stage 2 (business case);
- iii. Improve the structure of applications;
- iv. Preparation of appraisal reports;
- v. Motivation to the Jobs Fund Technical Evaluation Committee (TEC) and the Jobs Fund Investment Committee (JFIC); and
- vi. Contracting.

##### **3.1.2 Performance Management of Agriculture Projects**

The JF has an existing portfolio of agricultural projects, many of them involving smallholder farmer support. The JF wishes to ensure that all projects deliver on all programme indicators that have been contracted and that lessons are recorded and disseminated.

Managing the performance of the current portfolio of agricultural projects includes the following:

- i. Assessment of quarterly reports from projects;
- ii. Conduct quarterly site visits;
- iii. Compile site visit reports;
- iv. Report on project progress;
- v. Provide project update on the Grant Management System if requested by Jobs Fund;
- vi. Consultations with internal Jobs Fund staff;
- vii. Attend to project implementation challenges; and
- viii. Troubleshoot and resolve project implementation challenges, but at each stage maintain independence from the project.

##### **3.1.3 Other services**

Special tasks, including but not limited to providing technical feedback/input to the Jobs Fund, participating in funding round designs, project evaluations, learning agenda (dissemination and research) and attending meetings as may be requested by the Jobs Fund.

#### **4 SCOPE OF THE SERVICES TO BE PROVIDED**

The tasks to be performed will be detailed in specific work assignments to be issued to the agricultural specialists proposed herein.

#### **5 REQUIRED EXPERTISE AND EXPERIENCE REQUIRED**

The following expertise and experience are being sought:

- a. Experts/specialists with extensive experience and track record working with development finance institution(s) in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and periodic monitoring of the performance of agricultural projects.
- b. Experts/specialists with extensive experience and track record in respect of project/programme development and support.
- c. Knowledge of primary production processes:
  - i. Knowledge of different farm management systems
  - ii. Knowledge of the suitability of crops/livestock/aquaculture to specific areas (geographical areas, soils, weather, dryland and irrigation systems).
  - iii. Knowledge of production requirements (production inputs, machinery, infrastructure, labour etc.)
- d. A strong understanding of agricultural value chains, including primary production, storage, agro-processing, marketing and distribution systems, etc.
- e. A strong understanding of constraints facing commercial and smallholder farmers.
- f. A working knowledge of land tenure/restitution issues and their impact on smallholder and commercial farmers.
- g. A working knowledge of agriculture value chains, which will be used during the assessment, evaluation and provision of technical support to projects.
- h. Socio-economic assessment expertise.
- i. Knowledge and experience of monitoring and evaluation and result chain processes in the agricultural sector.
- j. Knowledge of national policy objectives for the sector.
- k. Experience and knowledge in institutional arrangements.
- l. A strong financial background and knowledge of the economics of different agricultural enterprises
- m. Qualifications: A tertiary qualification in the field of agriculture.

#### **6 REPORTING**

The successful agricultural specialist service providers will report to the Jobs Fund.

## **7 LOGISTICS AND SCHEDULE OF THE ASSIGNMENT**

### **7.1 Schedule and Level of Effort**

- i. A scope of work for the appraisal of new projects will be issued when the need arises.
- ii. The quarterly performance monitoring and reporting should be as outlined in section 8.2 below.
- iii. Assumption on level of effort: If three bidders are appointed, each bidder shall be allocated approximately 220 hours per year over a three-year contract period. The final time allocation will be secured at contracting.

### **7.2 Geographical Area**

The Jobs Fund is based in Pretoria. Project sites are located nationwide.

### **7.3 Facilities to be Provided by the Service Provider and Jobs Fund**

The Jobs Fund will provide, where necessary, office facilities including telecommunications, stationery and administrative support as required.

Additionally, the Jobs Fund will organize and pay for all travel and accommodation arrangements that may be required for project visits and meetings. The service provider will be responsible for the following:

- IT (laptops, etc.); and
- All mobile communications (voice and data).

### **7.4 Sub-Contracting**

The work that the service provider will be contracted to do shall not be subcontracted.

### **7.5 Time Frame and Performance**

- i. The Agricultural Specialists will be utilised for a period of thirty-six (36) months from the date of appointment.
- ii. Performance will be reviewed by the Jobs Fund during the delivery of the project work.
- iii. Should performance be below the required standard, or should funds not be available, the contract may be terminated before the contract period is completed.

## **8 BUDGET**

### **8.1 New Project Applications**

- i. Under this section, agricultural specialists will be remunerated according to the time spent on appraisal and contracting of new applications.
- ii. Appraisal time per project shall not exceed twenty-five (25) hours, inclusive of preparation, travel time, undertaking the site visit, finalisation of the appraisal report, attending/presenting at the TEC and JFIC and capturing information on the Jobs Fund Grant Management System (GMS) as may be required.
- iii. In instances where a deviation from the twenty-five (25) hours stated above is required, the Jobs Fund will consider such matters on a case-by-case basis. Such instances require

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written prior approval by the Jobs Fund. Please note that an allowable deviation will be capped at 10%.

**8.2 Performance Management of Agriculture Projects**

- i. Site visits to Jobs Fund projects are conducted on a quarterly basis or as may be determined by the Jobs Fund. The Agricultural Specialists would be required to conduct site visits together with the Jobs Fund project team members, unless there are exceptional circumstances warranting an Agriculture Specialist to attend the site visit without the Jobs Fund members and such circumstances shall be considered for approval by the Jobs Fund.
- ii. A maximum of three (3) days (8 hours per day) will be allocated per quarter per project to each physical site visit, which is inclusive of preparation, travel time, undertaking the site visit, finalisation of the site visit report and capturing information on the Jobs Fund Grant Management System (GMS) as may be required.
- iii. In instances where a deviation from the three (3) days stated above is required, the Jobs Fund will consider such matters on a case-by-case basis. Such instances require written prior approval by the Jobs Fund. Please note that an allowable deviation will be capped at 10%.
- iv. A maximum of one and a half days (1.5) (8 hours per day) will be allocated per quarter per project to each virtual site visit, which is inclusive of preparation, attending the virtual site visit meeting, finalisation of the site visit report and capturing information on the Jobs Fund Grant Management System (GMS) as may be required.
- v. In instances where a deviation from the one and a half days (1.5) stated above is required, the Jobs Fund will consider such matters on a case-by-case basis. Such instances require written prior approval by the Jobs Fund. Please note that an allowable deviation will be capped at 10%.
- vi. Each agriculture specialist shall submit the site visit report and annexure(s) as per an agreed report template and supporting documents.
- vii. The Jobs Fund will be responsible for the coordination and logistical arrangements and costs associated with such.
- viii. The total contract value will consist of professional fees and reimbursable costs, inclusive of VAT, for a period of 36 months

**8.3 Other services**

These are as outlined above.

**8.4 Professional and Disbursement Fees**

Bidders should state the professional fees exclusive of disbursement fees. An indication should be made whether disbursements would be required to complete this project.

## 9 SUBMISSION REQUIREMENTS

Bidders are required to indicate the following:

- i. An hourly rate inclusive of VAT (if applicable) not exceeding R1,300 (one thousand and three hundred Rand).
- ii. An annual escalation of the initial hourly rate will be applicable, limited to 4% per year at the anniversary of the contract.
- iii. An indication if the bidder is contracting individually or through an organisation.
- iv. At least three recent contactable references.
- v. A comprehensive CV. CVs should highlight the specific experience and expertise sought by the Jobs Fund, as stipulated in the Evaluation Criteria below. Please note that for bidders submitting CVs on behalf of their employees, no more than 2 persons will be selected per bidder. **PLEASE USE THE CV TEMPLATE PROVIDED**
- vi. If a bidder submits more than 2 CVs, only the first two CVs in the submission shall be considered for evaluation.
- vii. The details of relevant assignments must be clearly stated as stipulated in the Evaluation Criteria below; and
- viii. A copy of the highest qualification in the field of agriculture.

## 10 EVALUATION CRITERIA

GTAC has set minimum standards that bidders must meet to be selected as successful bidders.

The successful bidder will be awarded the contract for the **above** duration of the service requirements and will be selected based on the following three-phase process:

### 10.1 Evaluation Phases/Methodology

**Table 1: Evaluation Phases**

Evaluation Stage	Description
Phase 1	<p><b>Stage 1A: Administrative Compliance: Non-Disqualifying</b>                      A bidder is required to submit the administrative compliance documents as referred to in paragraph 10.1.1.</p> <p><b>Stage 1B: Mandatory Compliance: Disqualification/ Pre-Qualification</b>                      Failure to submit any of the required mandatory documents will lead to disqualification. Refer to paragraph 10.1.2.</p>
Phase 2	<p><b>Technical Evaluation: Desktop Evaluation</b>                      Bidders must submit information as per the Bid Submission Requirements. The submitted CV (in the provided template) must respond to the Evaluation Criteria cited in these Terms of Reference. This will be evaluated out of 100 % with a Threshold of <b>70 %</b>.                      Only bidders who meet the threshold will be considered for the Price and Specific Goals evaluation.</p>
Phase 3	<p><b>Price and Specific Goals</b></p>

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	Preference points in the 80/20 formula will be awarded to bidders for attaining a score for Specific goals as indicated in Table 4. Bidders must provide the required information for evaluation purposes.
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It should be noted that the stages are considered to be separate processes. These three phases are mutually exclusive and will be treated as such in the appraisal.

**10.1.1 Stage 1a: Administrative Compliance (Non-Disqualification)**

During this phase, bid documents will be reviewed to determine compliance with tax matters and the Central Supplier Database (CSD) at the closing date and time of the bid. Bidders must submit all returnable documents as outlined in the table below using the designated electronic e-procurement system.

**Table 2: Bid requirements compilation and submission:**

Document to be submitted	Requirement
SBD 1- Invitation to Bid	Complete the supplied pro forma document on the e-procurement system.
Central Supplier Database (CSD) Registration Report, or CSD registration number, or SARS pin	Bidders <b>must</b> be registered on the Central Database System (CSD) at the closing date and time of the bid.
SBD 4 - Bidder’s Disclosure (Refer to note below)	Complete the supplied pro forma document on the e-procurement system.
<p><b>Note:</b></p> <p>Bidders must complete the SBD 4 document as provided on e-procurement. A bid may be disqualified if this disclosure is found not to be true and complete in every respect. The following definitions should be considered when completing the form:</p> <ul style="list-style-type: none"> <li>- “Person” means a bidder or supplier or shareholder, director, trustee, partner, or member of a bidder or supplier having the controlling interest in the bidder or supplier.</li> <li>- “State” means a national or provincial department, a national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament</li> </ul>	
SBD 6.1 - Preferential Point Claim form in terms of the Preferential Procurement Regulation (PPR) 2022.	<p>Complete the supplied pro forma document on the e-procurement system i.e SBD 6.1 and Specific Goals tab as provided on the e-procurement system.</p> <p>Failure to complete the SBD 6.1 will result in the bidder forfeiting points for specific goals.</p>

**Tax Clearance Status**

A valid tax PIN / Central Supplier Database (CSD) number must be provided for purposes of verifying that the tax matters of the bidder are in order. Where consortium/joint ventures/sub-contractor is involved, each party to the association must submit a separate validation of Tax status and CSD registration number. Bidder’s tax matters must be compliant at the time of award.

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In the case where a bidder's tax matters are non-compliant, a bidder will be given a maximum of seven (7) working days to remedy the tax matters. Failure to remedy this will invalidate the bid.

No tender shall be awarded to a bidder whose tax affairs are not in order.

GTAC reserves the right to withdraw an award made or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was not tax compliant at the time of the award.

GTAC further reserves the right to cancel a contract with a successful bidder if such bidder does not remain tax compliant for the full term of the contract.

**10.1.2 Stage 1b: Mandatory Compliance (Disqualification)**

Bidders must submit a responsive proposal in accordance with these Terms of Reference and below the minimum prequalification requirements. Failure to adhere to any of these requirements will result in disqualification:

- a. Bidders must be registered on the Central Supplier Database (CSD) on the closing date of the Request for Bid (RFB).
- b. Submission of a CV in the provided template is required. A bidder is required to submit no more than two (2) CVs. If a bidder submits more than 2 CVs, only the first two CVs in the submission shall be considered for evaluation. **PLEASE USE THE CV TEMPLATE PROVIDED** in the e-procurement portal.
- c. Submission of a price/financial proposal is required as per SBD 3.3 and must be completed as indicated in the e-procurement portal.
- d. Any bidder representative (Director/Shareholder/Proposed Resource) who is employed by the state will not be considered. i.e., in the event that a bidder representative is in the employ of the state, such a bid proposal will not be considered.

**10.1.3 Phase 2: Desktop Evaluation**

- a. Bids will be evaluated strictly in accordance with the bid evaluation criteria stipulated in this ToR.
- b. In a case where there is a difference between the contents of this ToR and the e-procurement system, the ToR takes precedence.
- c. Proof of Qualifications: Bidders must upload qualification certificates as well as all required certificates. Certified copies will be requested in the event that the bid is successful and before an agreement can be concluded.
- d. Please note that a Certificate of Membership shall not be deemed as proof of educational qualification (Education qualifications refer to certifications issued by an institution of higher learning e.g., certificate, diploma, degree, etc.)
- e. Non-submission of qualifications will lead to a score of zero for the qualification's evaluation criterion.
- f. All international qualifications must be accompanied by South African Qualifications Authority (SAQA) Accreditation.
- g. Non-submission of SAQA confirmation will lead to a score of zero for the qualification's evaluation criterion.

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- h. A maximum of two (2) CVs will be evaluated per bid. If more than two CVs are submitted per bid, the first two (2) CVs that appear in the bid will be evaluated. **PLEASE USE THE CV TEMPLATE PROVIDED** in the e-procurement portal.
- i. No more than two (2) people will be selected for one bidder.
- j. GTAC reserves the right to terminate the Agreement/award or temporarily defer the provisioning of the Services, or any part thereof, at any phase with immediate effect on written notice to the Service Provider, should GTAC in its sole and absolute discretion, decide not to proceed with the Services.

**Table 3: Desktop Evaluation Criteria**

	<b>Evaluation Criteria</b>	<b>Scoring Criteria</b>	<b>Weight</b>
1.	<p><b>Qualification</b></p> <p>Highest Qualification (in any agricultural sector or dimension)</p> <p>(i) Note: if the qualification is from an institution outside South Africa, bidders must submit the South African Qualifications Authority (SAQA) certificate</p> <p>(ii) Where qualifications are not submitted, or qualifications are not in the relevant field as mentioned above, or no SAQA certificate is provided (where applicable), the score of 0 will be awarded.</p>	<p>5 = Post Graduate degree (NQF 8 or higher)</p> <p>4 = Bachelor’s Degree (NQF 7)</p> <p>3 = National diploma (NQF 6)</p> <p>2 = National Higher certificate (NQF 5)</p> <p>1 = Matric certificate (NQF 4)</p> <p>0 = Non-submission of qualifications or qualifications are not in the relevant field or no SAQA certificate is provided (where applicable)</p>	10
2.	<p>Track record in working with development finance institution(s) <b>in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding</b></p> <p><i>Bidder to populate the section marked “General Experience” in the CV Template.</i></p>	<p>5 = &gt; 10 years combined experience in one or more of the specific areas</p> <p>4 = 8 - 9 years combined experience in one or more of the specific areas</p> <p>3 = 5 - 7 years combined experience in one or more of the specific areas</p> <p>2 = 2 - 4 years combined experience in one or more of the specific areas</p> <p>1= 1-year combined experience in one or more of the specific areas</p> <p>0 = No relevant experience.</p>	25
3.	<p>Track record in working <b>with development finance</b></p>	<p>5 = &gt; 10 years combined experience in one or more of the specific areas</p> <p>4 = 8 - 9 years combined experience in one or more of the specific areas</p>	15

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	<b>Evaluation Criteria</b>	<b>Scoring Criteria</b>	<b>Weight</b>
	<p><b>institution(s) or other job creation initiatives</b></p> <p><i>Bidder to populate the section marked “<b>development finance institution(s) or other job creation initiatives</b>” in the CV Template.</i></p>	<p>3 = 5 - 7 years combined experience in one or more of the specific areas</p> <p>2 = 2 - 4 years combined experience in one or more of the specific areas</p> <p>1 = 1-year combined experience in one or more of the specific areas</p> <p>0 = No relevant experience</p>	
4.	<p>Track record in working with development finance institution(s) <b>in respect of undertaking periodic monitoring performance of agricultural projects</b></p> <p><i>Bidder to populate the section marked “<b>undertaking periodic monitoring performance of agricultural projects Criteria</b>” in the CV template</i></p>	<p>5 = &gt; 10 years combined experience in one or more of the specific areas</p> <p>4 = 8 - 9 years combined experience in one or more of the specific areas</p> <p>3 = 5 - 7 years combined experience in one or more of the specific areas</p> <p>2 = 2 - 4 years combined experience in one or more of the specific areas</p> <p>1 = 1-year combined experience in one or more of the specific areas.</p> <p>0 = No relevant experience</p>	15
5.	<p><b>Technical Experience</b> in the following areas:</p> <ul style="list-style-type: none"> <li>○ Technical and environmental knowledge of farm production systems</li> <li>○ Institutional, governance and management systems</li> <li>○ Financial management and economics of various agricultural enterprises</li> <li>○ Social dimensions of agriculture</li> </ul> <p><i>Bidder to populate the section marked “<b>Technical Experience Criteria</b>” in the CV template</i></p>	<p>5 = &gt; 10 years combined experience in one or more of the specific areas</p> <p>4 = 8 - 9 years combined experience in one or more of the specific areas</p> <p>3 = 5 - 7 years combined experience in one or more of the specific areas</p> <p>2 = 2 - 4 years combined experience in one or more of the specific areas</p> <p>1 = 1-year combined experience in one or more of the specific areas</p> <p>0 = No relevant experience</p>	20
6.	<p>Expertise in the following agriculture sub-sectors:</p>		15

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Evaluation Criteria	Scoring Criteria	Weight
<ul style="list-style-type: none"> <li>○ Deciduous fruit</li> <li>○ Other orchards such as macadamia, citrus, mangoes, bananas, etc</li> <li>○ Table grapes, wine grapes, raisins and wineries</li> <li>○ Livestock, dairy, piggeries and poultry</li> <li>○ Sugar cane</li> <li>○ Grain (maize, wheat, soya beans, sunflower, ground nuts, etc.)</li> <li>○ Wildlife</li> <li>○ Vegetables</li> <li>○ Fisheries/aquaculture</li> <li>○ Berries</li> <li>○ Asparagus</li> </ul> <p><i>Bidder to populate the section marked “Agriculture sub-sector Experience Criteria” in the CV template</i></p>	<p>5 = &gt; 10 years combined experience in one or more of the specific areas</p> <p>4 = 8 - 9 years combined experience in one or more of the specific areas</p> <p>3 = 5 - 7 years combined experience in one or more of the specific areas</p> <p>2 = 2 - 4 years combined experience in one or more of the specific areas</p> <p>1 = 1-year combined experience in one or more of the specific areas</p> <p>0 = No relevant experience</p>	
<b>TOTAL TECHNICAL POINTS</b>		<b>100 %</b>
<b>MINIMUM THRESHOLD</b>		<b>70 %</b>

**Only bidders that meet the 70-percentage threshold will be considered for the Price and Specific Goals evaluation in terms of the Preferential Procurement Regulation (PPR) 2022.**

**10.1.4 Phase 3: Price and Specific Goals Evaluation**

- a. The Preferential Procurement Evaluation will be based on the 80/20 principle. The applicable formula (80/20) will be utilised to evaluate the bid, of which eighty (80) points are allocated for the price as allocated in the enclosed form SBD 6.1. which must be completed, and the remaining twenty (20) points are allocated for the specific goals as indicated in Table 5 below.
- b. Submission of a price proposal is required in the proforma format. (SBD 3.3). Bidders need to provide the cost per output, inclusive of VAT.
- c. GTAC reserves the right to negotiate the price offer or rates with the recommended bidder(s).

**Table 4: Price and Specific Goals Evaluation Criteria**

<b>Number of points allocated (80/20 system)</b>	
<b>Price</b>	<b>80</b>
<b>The specific goals allocated points in terms of this tender</b>	<b>20</b>
Above 30% ownership for Historically Disadvantaged Individuals who had no franchise in national elections before the 1983 or 1993 Constitutions.	10
Women percentage of ownership: 30% and above	10
<b>Total Points</b>	<b>100</b>

**The CSD report shall be used as evidence to confirm/award points for specific goals. It is the responsibility of the bidding entity to ensure that the information on the CSD is updated.**

**Table 5: Definitions**

<b>Terminology</b>	<b>Definition</b>
<b>“Specific Goals”</b>	Means specific goals as contemplated in section 2(1)(d) of the Act, which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability, including the implementation of programmes of the Reconstruction and Development Programme as published in <i>Government Gazette</i> No. 16085 dated 23 November 1994;
<b>Historically Disadvantaged Individual (HDI)</b>	Means a South African citizen: <ol style="list-style-type: none"> <li>1. who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) (“the interim Constitution); and/or</li> <li>2. who is a female; and/or</li> <li>3. who has a disability.</li> </ol> provided that a person who obtained South African citizenship on or after the coming into effect of the Interim Constitution is deemed not to be an HDI;

## **11 FINANCIAL IMPLICATIONS**

The service provider may be required to attend meetings at Jobs Fund offices in Gauteng when deemed necessary by the Jobs Fund. The Jobs Fund will arrange and pay for all travel and accommodation arrangements that may be required for project visits and meetings.

## **12 CONTRACTING AUTHORITY**

The Contracting Authority will be the Government Technical Advisory Centre (GTAC).

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**13 OTHER BID CONDITIONS**

Prior to the appointment, the recommended bidder(s) will be subjected to a screening/vetting process conducted by the State Security Agency (SSA); as such may be required to submit additional supporting documentation.

GTAC reserves the right to negotiate the final offer with the recommended bidder before the award.

**14 BID VALIDITY PERIOD**

The RFB will be valid for ninety (90) days from the closing date of the RFB.

**15 LEGAL IMPLICATIONS**

The successful service provider must be prepared to enter into a service-level agreement with GTAC.

**16 CLARIFICATIONS**

Requests for clarification must be made in writing by e-mail. Telephonic enquiries for clarification will not be accepted.

Requests for clarification will be accepted by GTAC as specified in the bid document. The submission reference must be included in the subject line of the email.

**17 COMMUNICATION**

GTAC's Professional Services Procurement (PSP) unit will only communicate with bidders by email where bid clarity is sought, to obtain information or to extend the validity period. For any enquiries, email: [psp@gtac.gov.za](mailto:psp@gtac.gov.za). The submission reference must be included in the subject line of the email. GTAC will only respond to email communication during business hours.

Alternatively, contact the e-procurement portal support desk at:

<https://vendorportal.gtac.gov.za/Contact>.

Any communication by the bidder (either by facsimile, letter, electronic mail or any other form of correspondence) to any government official, representative, or a person acting in an advisory capacity for GTAC in respect of this bid between the closing date and the award of the bid is prohibited.

**18 COUNTER CONDITIONS**

Bidders' attention is drawn to the fact that amendments to any of the Information to bid by bidders will result in invalidation of such bids.

## **19 PROHIBITION OF RESTRICTIVE PRACTICES**

In terms of section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/ are or a contractor(s) was/were involved in:

- a. Directly or indirectly fixing a purchase or selling price or any other trading condition.
- b. Dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
- c. Collusive bidding.
- d. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

## **20 BENEFICIAL OWNERSHIP**

The bidder/s are required to provide the information below for transparency.

- a. A beneficial owner of a company is an individual who, directly or indirectly, ultimately owns that company or exercises effective control over that company.
- b. Companies are required to keep a register of their beneficial owners and to provide this information to the Companies and Intellectual Property Commission (CIPC). The CIPC maintains a central register of beneficial ownership information.
- c. The beneficial ownership regime in South Africa is intended to improve transparency and accountability in the corporate sector. It is also intended to help prevent money laundering and terrorist financing.
- d. Companies are required to keep a register of their beneficial owners and must disclose in their bids the following information, as provided for in their register for the information of each beneficial owner:
  - Name
  - Date of birth
  - Identity number or passport number
  - Residential address
  - Occupation
  - Nature and extent of control over the company

## **21 SUBMISSION DETAILS**

To respond to this tender, bidders are required to register on the GTAC e-procurement system, using the following link: <https://vendorportal.gtac.gov.za/>

The registration process involves the following steps:

- a) Register as a portal user. This is the process of creating a user account on the vendor portal/e-procurement system. This will allow the user to view and respond to tenders.

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- b) Capture the supplier details. Registering the company details allows the bidder to enter information and upload documents.

To respond to this tender:

- c) Log in to the portal <https://vendorportal.gtac.gov.za/>
- d) Navigate to the tender menu.
- e) Select “Formal” and click on “Current”.
- f) A list of available tenders will be available, and the bidder will select the tender number (e.g. TEN0000000070) to start the submission process.

Detailed instructions on how to register on the e-procurement system are available at (<https://docs.corelab.co.za/Home/ViewContent?productid=1&sectionid=2&contentid=1165>)

The capturing process is in the form of a wizard, with the system guiding you through each step. Once all the required information is completed, remember to submit your bid. Only submitted bids will be eligible for the award.

**NB: Only electronic submission of bids on the GTAC e-procurement system is allowed. Do not submit hard copy bids to GTAC as these will not be considered.**

**NB: Submissions received after the closing date and time will not be accepted.**

For any enquiries, email: [psp@gtac.gov.za](mailto:psp@gtac.gov.za) or contact the vendor support desk at: <https://vendorportal.gtac.gov.za/Contact>.

## **22 NON-COMPULSORY BRIEFING SESSION**

No briefing session is required

## **23 CONTACT DETAILS**

Professional Services Procurement,  
3rd Floor at GTAC: room GL03.44  
Private Bag X 115, Pretoria, 0001  
Physical address: GTAC, 40 Madiba Street (Vermeulen),  
Pretoria.0001

For any enquiries, email: [psp@gtac.gov.za](mailto:psp@gtac.gov.za)