



Glenwood Office Park Cnr. Oberon &
Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel : [\(012\) 845 2000](tel:0128452000)
www.idt.org.za

INDEPENDENT DEVELOPMENT TRUST

APPOINTMENT OF A PANEL OF INVESTIGATION SERVICE PROVIDERS TO THE INDEPENDENT DEVELOPMENT TRUST FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

RFQ NUMBER: IDT-PANEL-INVE-102023

SUPPLIER'S INFORMATION (Must be completed by Supplier)

Company Name	
Contact Person	
Cell / Tel Number	
Fax Number	
E-mail Address	
CSD Number	

CLOSING DATE AND TIME: 06th NOVEMBER 2023 at 12H00

ISSUED BY:

**THE INDEPENDENT DEVELOPMENT TRUST
IDT HEAD OFFICE
CORNER OBERON AND SPRITE STREETS
GLENWOOD OFFICE PARK
FAERIE GLEN
0043**

**TEL: (012) 845 2000
Website: www.idt.org.za**

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Board of Trustees: Ms. Zimbini Hill (Interim Chairperson), Mr. Timothy Sukazi, Dr. Michael Sutcliffe, Prof. Raymond Nkado, Ms. Karabo Siyila, Ms. Lerato Kumalo, Ms. Prudence Mkhwanazi, Mr. Mpilo Mbambisa, Mr. Krishen Sukdev, Adv. Lufuno Nevondwe, Ms. Rehana Parker.

Acting Chief Executive Officer: Ms. Tebogo Malaka.

Trust Registration No: IT 669/91





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1. PURPOSE

Independent Development Trust (IDT) intends to procure a panel of Investigation Service Providers (ISP) for a period of 36 months.

2. BACKGROUND

The Independent Development Trust (IDT) is a Schedule 2 Public Entity governed by its Deed of Trust, the Public Finance Management Act (Act No. 1 of 1999), as amended by Act of No. 29 of 1999 (PFMA) and other relevant legislative frameworks. The IDT is mandated to support government in development programmes implementation across the three spheres of government. Its primary focus is on social infrastructure programme delivery management, i.e. schools, hospitals, courts and traditional service centers, etc.

3. EXECUTIVE SUMMARY

- 3.1. Treasury Regulation 4.1.4 sets a clear mandate in advising who is responsible to conduct investigations, which could be internal resources to an institution, Forensic Service Providers, National Treasury or any other Law Enforcement Agencies.
- 3.2. Given the voluminous nature and frequency of requests for forensic investigation services and given the lack of capacity within the IDT to conduct these investigations, the IDT deemed it appropriate to seek service providers that will be able conduct independent forensic investigations. Due to the lack of internal forensic capacity to handle investigations for the entire entity, IDT seeks to appoint a panel of forensic investigators to supplement internal capacity to render investigation services in exercising its legislative mandate.

4. DEFINITIONS

- **Accredited Investigating Service Providers:** These are firms with experience in providing investigation services that have employees that are registered with the Institute of Internal Auditors ("IIA"); Association of Certified Fraud Examiners ("ACFE"); Institute of Forensic Practitioners ("ICFP"); Private Security Industry

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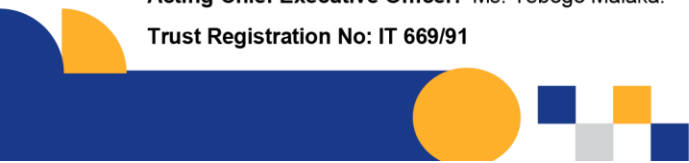
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Regulatory Authority (“PSIRA”); Information Systems Audit and Control Association (“ISACA”); Cyber Security Institute (“CSI”); South African Institute of Chartered Accountants (“SAICA”).

- **Risk and Compliance Unit:** The IDT Risk and Compliance Unit and for the purpose of this bid the end user.
- **Investigation:** Any kind of investigation that requires evidence to be collected.
- **Investigation Service Provider:** A firm that provides investigation services.
- **IDT Offices:** Head Office including all Regional Offices.
- **Natural Continuation:** A task that represents a continuation of previous work carried out by the FSP and where a rapid selection is essential and/or the assignment is small and where confidentiality must be maintained.
- **Positive Reference:** A reference provided by the ISP that could be confirmed by the IDT and relates to a positive outcome.
- **Project Sponsor:** The CEO and/or any delegated official within the IDT.
- **SCM:** The Supply Chain Management Unit of IDT.
- **Third Party Quotations:** These are quotations submitted by the appointed ISP for work that would be done by a specialist engaged by the ISP for a portion of the work

5. ACRONYMS:

- IDT: Independent Development Trust
- ISP: Investigation Service Provider
- RCU: Risk and Compliance Unit
- CSD: Central Suppliers Database





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- IIA: Institute of Internal Auditing
- IFCP: Institute of Forensic Practitioners
- ACFE: Association of Certified Fraud Examiners
- PSIRA: Private Security Industry Regulatory Authority
- CSI: Cyber Security Institute
- ISACA: Information Systems Audit and Control Association
- SAICA: South African Institute of Chartered Accountants
- CSD: Central Suppliers Database
- PSIRA: Private Security Industry Regulatory Authority

6. OBJECTIVE

- 6.1 The IDT seeks to create a panel of investigation service providers (“ISP”) to provide investigation services in instances where it is necessary to appoint investigators that are independent from the IDT. This bid does not create an obligation that will guarantee that work will be assigned to any ISP.
- 6.2 This engagement model will ensure the following:
- The ISPs are not incentivised to unnecessarily prolong investigations;
 - Sufficient ISPs are available to be engaged in the instance where a given ISP is conflicted, due to other engagements within the IDT; and
 - The ISPs remain protected and independent in the process with limited risk of administrative or political interference.
- 6.3 The kind of investigations in this instance would be any kind of investigations that requires evidence to be collected.
- 6.4 The procurement process will therefore entail sending out the Terms of Reference (TORs).
- 6.5 Responding to this bid may lead to a closed bidding process for individual assignments. The shortlisting of prospective bidders will only be limited to those who respond to this bid.





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7. LEGISLATIVE FRAMEWORK OF THE BID

7.1 Tax Legislation

7.1.1 Bidders must be compliant when submitting a proposal to IDT and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

7.1.2 It is a condition of this RFQ that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

7.1.3 Bidders are required to be registered on the CSD at the time of appointment and the IDT shall verify the bidder's tax compliance status through the CSD or SARS e-Filing.

7.1.4 No Sub-Contracting is allowed unless if it is done with the prior written consent from the IDT.

7.1.5 Where Consortia / Joint Ventures are involved, each party must be registered on the Central Supplier Database at the time of appointment and their tax compliance status will be verified through the CSD or E-Filing.

7.2 Procurement Legislation

7.2.1 The IDT has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act No. 1 of 1999),

7.3 Technical Legislation and/or Standards

7.3.1 Bidders should be cognisant of the legislation and/or standards specifically applicable to the services to be provided. This includes, but is not limited to, codes of conduct and methodologies issued by professional bodies, where applicable.





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8. TIMELINE OF THE BID PROCESS

Activity	Due Date
Advertisement of bid on Government e-tender portal and IDT Website	13 th October 2023
Bid closing date and Time	06 th November 2023 @ 12H00

- 8.1 All dates and times in this bid are South African Standard Time (GMT+2) and in accordance with the Gregorian calendar. Any time or date in this bid is subject to change at IDT's discretion. The establishment of a time or date in this bid does not create an obligation on the part of IDT to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if IDT extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

9. SUPPLIER DUE DILIGENCE

IDT reserves the right to conduct supplier due diligence prior to the final award or at any time during the contract period. This may include site visits and requests for additional information.

10. SUBMISSION OF BIDS

- 10.1 Bids shall be submitted at Independent Development Trust, Glenwood Office Park, Cnr Oberon and Sprite Street, Faerie Glen, 0043 OR couriered to the aforesaid address on or before the closing date and time.
- 10.2 Bid documents will only be considered if received by IDT before the closing date and time.
- 10.3 Bidders should fill out the tender register at the time and date the tender is dropped off in the IDT tender box.



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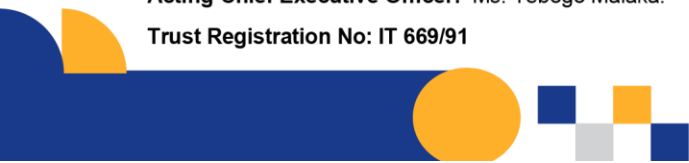
Disclaimer

Telegraphic, telephonic, facsimile, email and late tenders will not be accepted.

The IDT reserves the right not to appoint the lowest bid proposal and to cancel the bid at any given time.

Privacy Notice:

By responding to this Bid, the bidder understands and agrees that all information provided, whether personal or otherwise, may be used and processed by the IDT and such use may include placing such information in the public domain. IDT shall however take all reasonable measures to protect the personal information of bidders as defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act, Act 4 of 2013 ("POPI").





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11. PRESENTATION / DEMONSTRATION

IDT reserves the right to request presentations/demonstrations from the short-listed bidders as part of the bid evaluation process.

12. SCOPE OF WORK

12.1. The Engagement Process (Registering a case and assigning a case to an ISP)

The IDT will remain the official registrar of investigations and appointments of ISPs. The CEO will be the Project Sponsor unless delegated to any other official.

12.2. Initial Review

- 8.2.1 The initial review is where an allegation is made or information comes to light that there may indeed be fraud or corruption taking place in the particular office. The initial review can be conducted by any member of the management, but preferably RCU, the Internal Audit Unit or the Labour Relation Unit.
- 8.2.2 The security level of investigations will be set per investigation, and if need be additional security clearance requirements for very sensitive cases may be required.
- 8.2.3 The scope of the investigation entails:
 - To conduct any investigation on reported cases or allegations of fraud, corruption, financial misconduct and irregularities
 - Investigation of irregular, fruitless and wasteful expenditure;
 - Provide and present a report of outcomes; and
 - Provide post investigation support.

12.3. Assignment of an ISP – Confidential Cases

A competitive process will be determined by calculating the preference points in terms of the preferential point system.





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12.4. Cost Estimate

The ISP will estimate the hours and prepare a cost estimate for every individual project appointed for. Where third party service providers are required to conduct specific specialised work under this process, the ISP must appoint a specialist service provider if and when required. The effort of the specialist service provider must also be estimated and disclosed separately in the cost estimate. Any cost estimate must clearly separate the following line items:

8.4.1 Hours and Rates of own staff as per rate schedule; and

8.4.2 Third Party quotations.

The IDT will accept the cost estimate and agreed upon TOR in the form of an official purchase order.

12.5. Project Scope Management

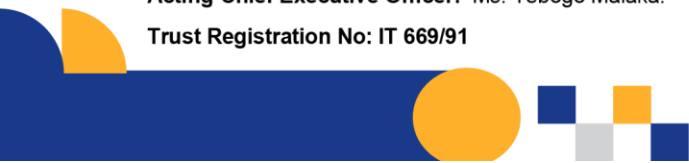
In the event where the scope of work as contracted with the ISP requires further investigations or assignments, National Treasury's guidelines and IDT's supply chain management policy will apply.

12.6. Further Engagements

The ISP may also be further engaged to support the entity in terms of any disciplinary or legal proceedings following completed investigations, subject to such engagements being agreed upon in terms of resources and hours, over and above the terms of the original appointment. These appointments will however be done separately as and when necessary and will be considered part of the initial scope of work.

12.7. Termination of Service

The IDT has the right to issue a direct instruction in writing to the ISP to continue or discontinue, in consultation with the Project Sponsor without diminishing the right of the ISP to recover the actual costs up to the point of termination in line with the contract.





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13. EXPECTED DELIVERABLES

The ISP is required to conduct an investigation in terms of industry best practices and compliant with all legal requirements in terms of the applicable legislation.

14. COMMUNICATION AND REPORTING

The Project Sponsor will directly interact with the ISP in all instances. All communication and reporting will be carried out in line with the project plan.

15. TIME FRAME

The appointment of the panel is for a period of thirty-six (36) months.

16. MANDATORY REQUIREMENTS

- Board resolution or company resolution (a letter from owner/partner/s) or signatory to the company
- A letter of good standing from the relevant Professional body
- CIPC in case of a registered company/entity
- In Bids where Consortia / Joint Ventures each party must submit a separate Tax Pin / CSD Number.

N.B. Failure to Comply with any of the above requirements will Result in a Bid being disqualified.

17. ADMINISTRATIVE REQUIREMENTS

- Submission of fully completed and signed Invitation to Bid (SBD 1)
- Submission of fully completed and signed Bidder's Disclosure (SBD 4)
- Submission of fully completed and signed Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)





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18. GENERAL CONDITIONS

- 18.1. **Bid Requirements:** Completing all the relevant SBD forms, appropriately signing all documents and including a letter/resolution delegating or confirming the authority of the individual signing all documents.
- 18.2. **Registration:** The bidder must be registered on the National Treasury Central Supplier Database (CSD) at the time of appointment to the panel (see WWW.CSD.GOV.ZA).

19. AVAILABILITY OF DOCUMENTS

Documents will be available free of charge online from the 13th of October 2023 on the following websites:

- e-Tender – www.etenders.gov.za
- IDT website - www.idt.org.za

NB: No compulsory briefing session will be held.

20. EVALUATION CRITERIA

The tender will be evaluated into two (2) stages i.e. Mandatory and Functionality and bidder/s will be required to meet a minimum of 70% on functionality to be listed on IDT Panel of Investigators for a period of three (3) years.

Note:

- Any Counter offers will lead to disqualification.
- The bidder/s who are listed on the National Treasury list of restricted suppliers will be disqualified.
- If any of its Directors Are Listed on the Register of Defaulters will be disqualified.
- Any bidder/s who fails to meet the above requirements will be disqualified.

Note: non-compliance with the mandatory criteria will result in automatic disqualification and not be evaluated further on functionality.





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20.1. FUNCTIONALITY CRITERIA

The evaluation criteria for functionality as indicated in the table in below, will apply:

TOTAL SCORE			100	
NO	CRITERIA	WEI GHT	ELEMENT BREAKDOWN	SCORING VALUES
A.	Bidder's Relevant Company Experience (Portfolio of Completed Contracts)	20	Company experience in investigation indicating previous contracts: Number of appointment letters should be submitted as proof. Of investigation experience refers to Criminal, Forensic, Cyber, Computer Forensics, Fraud investigation.	
			(6 and above Reference letters)	(20)
			(4 - 5 Reference letters)	(15)
			(3 - 2 Reference letters)	(10)
			(Less than two Reference letters)	(0)
B.	Capacity (Bidder's Relevant Qualification) <i>Information on the CV will not be used to allocate points for qualification. Actual copy of qualification must be provided.</i>	20	The Project Team must have at least Diploma/Degree in Commercial Law or Risk Management or Auditing or Forensic Auditing or Accounting or Forensic Investigating/Investigative or Forensic Accounting or Investigation of Financial Crime or Law for Commercial Forensic Practitioners or Criminal Justice and Forensic Auditing or Forensic Science or Financial Qualification (BCom Accounting, BCompt, Financial Management, Cost Management) or investigation related qualification/s	
			2 Team Members and above: Certified Master's Degree or Higher (NQF 9 and above) = 20 Points	(20)
			4 Team Members and above: Certified Postgraduate Diploma or Honors Degree (NQF 8) = 15 Points	(15)
			7 Team Members: Certified Diploma / Bachelor Degree (NQF 6 & 7) – 10 Points	(10)
			Certificate (Below NQF 6)	(0)
C.	Capacity (Bidder's Relevant Experience) <i>The bidder must provide a comprehensive CV for the proposed team / project leader detailing the work experience</i>	30	The bidder must provide a team/project leader that has a minimum of five (5) years' experience in investigation services	
			Eleven and above years of working experience	(30)
			Six – Ten years of working experience	(20)
			Five years of working experience	(10)
			Less than five years of working experience	(0)



C.	Capacity (The bidder must provide a comprehensive CV for each proposed team member)	20	Each team member must have at least three (3) years' experience in conducting investigations. If CV for one or more of the above proposed personnel are not submitted = scored zero points	
			Four and above years of working experience	(20)
			Three years of working experience	(10)
			Less than three years of working experience	(0)
			No submission	(0)
D.	Capacity (The bidder must provide accreditation certificates of employees)	10	Accreditation certificate of employees together with employment contract or the equivalent therefore (Certified Fraud Examiners or, Certified Fraud Practitioner or Commercial Forensic Practitioner)	
			3 and above accreditation certificates	(10)
			1 -2 accreditation certificates	(5)

21. COMMUNICATION

All communication or correspondence concerning this bid should be directed as follows:

Technical related queries	SCM related queries
Ms. DB Mogale IDT Head Office: Faerie Glen IDTrcu@idt.org.za	Ms. Yonela Bobani IDT Head Office: Faerie Glen IDTrcu@idt.org.za

21.1 BIDDERS QUERIES

All queries relating to this tender may be addressed in writing to the e-mail: IDTrcu@idt.org.za. No verbal or telephonic queries will be attended to. Any attempt to verbally contact the IDT's employee to influence the outcome of this tender will lead to disqualification of the bid. All queries should be submitted seven (7) calendar days before the closing date, queries sent thereafter will not be responded to.



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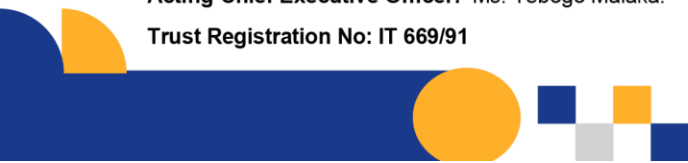
PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	IDT-PANEL-INVE -102023	CLOSING DATE: 06 th NOVEMBER 2023		CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A PANEL OF INVESTIGATION SERVICE PROVIDERS TO THE INDEPENDENT DEVELOPMENT TRUST FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Independent Development Trust Glenwood Office Park, Cnr Oberon & Sprite Streets, Faerie Glen Pretoria, 0043					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Y Bobani		CONTACT PERSON	Ms. DB Mogale	
TELEPHONE NUMBER	021 845 2000		TELEPHONE NUMBER	012 845 2000	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	IDTrcu@idt.org.za		E-MAIL ADDRESS	IDTrcu@idt.org.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

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[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 THE QUESTIONNAIRE BELOW]
---	--	--	---

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.	

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PART B TERMS AND CONDITIONS FOR BIDDING

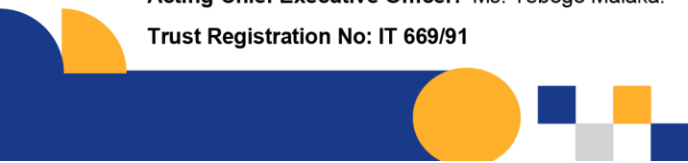
1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT 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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:





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PO Box 73000, Lynnwood Ridge 0040
Tel : [\(012\) 845 2000](tel:0128452000)
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SBD 4

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

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.





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

.....

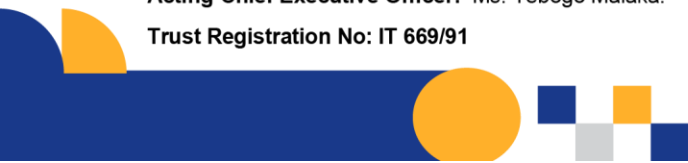
.....

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,

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.





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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 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.

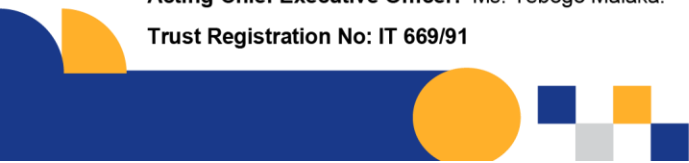
I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

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





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SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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Board of Trustees: Ms. Zimbini Hill (Interim Chairperson), Mr. Timothy Sukazi, Dr. Michael Sutcliffe, Prof. Raymond Nkado, Ms. Karabo Siyila, Ms. Lerato Kumalo, Ms. Prudence Mkhwanazi, Mr. Mpilo Mbambisa, Mr. Krishen Sukdev, Adv. Lufuno Nevondwe, Ms. Rehana Parker.

Acting Chief Executive Officer: Ms. Tebogo Malaka.

Trust Registration No: IT 669/91





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- (a) Price; and
- (b) Specific Goals.

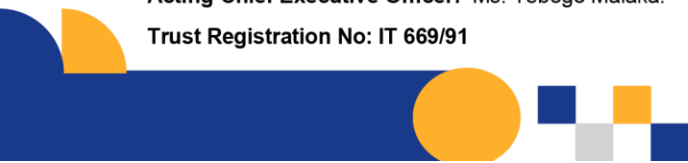
1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total points for Price and SPECIFIC GOALS	100	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

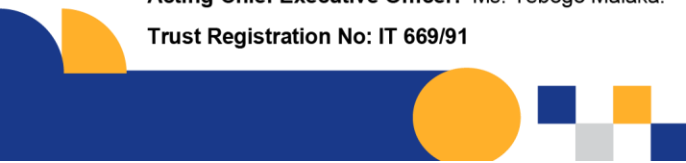
A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = 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:

$$P_S = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } P_S = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{max} = 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.



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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

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

Board of Trustees: Ms. Zimbini Hill (Interim Chairperson), Mr. Timothy Sukazi, Dr. Michael Sutcliffe, Prof. Raymond Nkado, Ms. Karabo Siyila, Ms. Lerato Kumalo, Ms. Prudence Mkhwanazi, Mr. Mpilo Mbambisa, Mr. Krishen Sukdev, Adv. Lufuno Nevondwe, Ms. Rehana Parker.

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- ☐ 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.





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.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

