

SSASSA 01 (QO)

INVITATION FOR QUOTATIONS

**THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS
FOR THE PROVISION OF *description of works***

Project title:	REQUEST FOR PROPOSAL FOR DEVELOPMENT OF HUMAN RESOURCE MANAGEMENT STRATEGY FOR THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA)
-----------------------	--

RFQ No:	RFQ 56/23/HCM	Closing Date:	6 JULY 2023
Closing time:	11:00	Validity period:	60 days

1. COMPLETION OF QUOTATION/BID DOCUMENTS:

1.1 All quotations documents must be completed in ink.

All quotations and completed SBD forms must be addressed to the South African Social Security Agency or must be **Hand delivered** in a sealed envelope marked with the RFQ number stated above. **NB: PLEASE SIGN THE QUOTATION REGISTER AT RECEPTION.**

Where the quotations are above R 30 000 Vat inclusive, suppliers are encouraged to hand deliver their quotations and must be deposited in the QUOTATION BOX situated at the reception at **SASSA House, 501 Prondisa Building Cnr Steve Biko & Pretorius Streets, Arcadia, Pretoria 0083. Late quotations will not be considered.**

1.2 This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.

1.3 The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations. SARS PIN SHOULD BE SUBMITTED TOGETHER WITH THE QUOTATION FOR TAX COMPLIANCE VERIFICATION PURPOSE.

1.4 Your quotation must include costs breakdown and that is inclusive VAT inclusive, (where applicable)



*paying the right social grant, to the right person,
at the right time and place. NJALO!*

South African Social Security Agency
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 • Fax: +27 12 400 2257
www.sassa.gov.za

- 1.5 Quotations above R30 000 must be accompanied by an original or certified original B-BBEE certificate issued by SANAS accredited agencies. Exempted Macro Enterprise (EME's) must submit an original Sworn Affidavit signed by EME's representative and attested by commissioner of oath. Failure to submit will result into the supplier not awarded points for B-BBEE level of contribution.
- 1.6 Quotations equal to or above R30, 000 Vat inclusive shall be evaluated on 80\20 point system.
- 1.7 Suppliers to **indicate validity of quotation and delivery date for goods and services.**
- 1.8 The quotation must be detailed as per the SASSA attached specification and where the quotation is itemised, the supplier must indicate price for each line item. Failure to comply with this condition (paragraph 1.10) WILL result in the invalidation of your quotation.

2. DESCRIPTION OF SERVICE REQUIRED:

Description of Goods / Services	Quantity
REQUEST FOR PROPOSAL FOR DEVELOPMENT OF HUMAN RESOURCE MANAGEMENT STRATEGY FOR THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA)	

NB: Please find attached SBD Forms and Detailed Specification or TOR's

3. ENQUIRIES RELATED TO DOCUMENTS MUST BE ADDRESSED TO:

BUYER:	K Pillay	Telephone no:	012 4002570
Cell no:	N/A	Fax no:	

Name: Khoreisha Pillay

Signature: 

Date: 28 June 2023



*paying the right social grant, to the right person,
at the right time and place. NJALO!*

South African Social Security Agency
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel +27 12 400 2000 • Fax: +27 12 400 2257
www.sassa.gov.za



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**TERMS OF REFERENCE FOR DEVELOPMENT OF
HUMAN RESOURCE MANAGEMENT STRATEGY
FOR THE SOUTH AFRICAN SOCIAL SECURITY
AGENCY (SASSA)**

TABLE OF CONTENTS

1	ABBREVIATIONS.....	2
2	BACKGROUND.....	3
3	PURPOSE OF THIS DOCUMENT.....	4
4	RATIONALE.....	4
5	OBJECTIVE OF THE BID.....	5
6	SCOPE OF WORK.....	5
7	CRITICAL COMPONENTS.....	6
8	EVALUATION CRITERIA.....	6
9	PROJECT DURATION/TIME FRAMES.....	13
10	COMPULSORY BRIEFING.....	13
11	GENERAL AND SPECIAL CONDITIONS.....	13
12	SUBMISSION OF BID.....	14
13	CONFIDENTIALITY.....	14
14	ENQUIRIES.....	15

ABBREVIATIONS AND DEFINITION OF TERMS

SASSA	Refers to the South African Social Security Agency, also referred to as the Agency, established in terms of SASSA Act 09 of 2004.
Agency	Refers to the South African Social Security Agency, also referred to as SASSA.
Human Resource Management Strategy	A document that will assist SASSA in the development and implementation of Human Capital Practices aligned to the Organizations' strategic goals.
DPSA	Department of Public Service Administration
Public Sector	State owned Entities (SOEs), Municipalities, National Government, Provincial Governments, Universities and Agencies.
Beneficiaries	Recipients of social grants
B-BBEE	Broad Based Black Economic Empowerment Act, Act no 53 of 2003, as amended
CSD	Central Supplier Database
SANAS	South African National Accreditation System
AA	Automobile Association of South Africa

1 BACKGROUND

- 1.1 The **South African Social Security Agency (SASSA)** is an entity of the Department of Social Development established in terms of Section 2(1) of the South African Social Security Agency Act, Act 9 of 2004 (the SASSA Act) and is responsible for the management, administration and payment of social grants.
- 1.2 The mandate of SASSA as stipulated in Section 3 of the SASSA Act is:
 - a. To act, eventually as the sole agent that will ensure the efficient and effective management, administration and payment of social assistance;
 - b. To serve as an agent for the effective administration of social security; and
 - c. To render payments relating to such services.
- 1.3 SASSA is currently responsible for the disbursement of grants to millions of beneficiaries each month paying through direct deposits into personal bank accounts, and Post Bank. The social assistance grant is recognised as the single most effective poverty alleviation programme of government.
- 1.4 Section 7 (2) (a) of the South African Social Security Agency Act, 9 of 2004 states that "The Minister for the Public Service Administration in consultation with the Social Development Minister and the Minister of Finance must determine a human resource policy for the Agency".
- 1.5 SASSA has a decentralised Human Resource Management function across all nine Regions (Provinces) with Head Office mainly responsible for policy development and oversight.

2 PURPOSE OF THIS DOCUMENT

- 2.1 This document aims to set out in detail the South African Social Security Agency's (SASSA) requirements for a Service Provider to:
- a) Develop a Human Resource Management Strategy linked to SASSA's Strategic Objectives.

3 RATIONALE FOR THE DEVELOPMENT OF THE HUMAN RESOURCE MANAGEMENT STRATEGY

- 3.1 Section 7 (2) (a) of the South African Social Security Agency Act, 9 of 2004 states that "The Minister for the Public Service Administration in consultation with the Social Development Minister and the Minister of Finance must determine a human resource policy for the Agency". Regrettably, to-date the later mentioned Strategy has not been developed.
- 3.2 In 2007, SASSA in consultation with DPSA initiated the development of a Human Resource Policy and Remuneration, Conditions of Service and Non-Pensionable Allowances for the Chief Executive Officer and the staff of the Agency. The consultations went over for a period of two (2) years. Unfortunately, the document was never finalised and to-date SASSA does not have such a Human Resource Policy Framework.
- 3.3 The nonexistence of the Strategy has resulted to many challenges which include the following:
- 3.2.1 SASSA HCM policies were developed in line with the Public Sector transversal policies including the Public Service Regulations and Public Service Act;
 - 3.2.2 The process of reviewing policies is also hindered by the absence of the strategy;

- 3.2.3 Administration of Service Conditions and Benefits, relies on the Ministerial Determination and PSCBC Resolutions;
 - 3.2.4 The absence of the HRM Strategy is non-compliance to the SASSA Act;
 - 3.2.5 Culture challenges;
 - 3.2.6 Retention of employees; and
 - 3.2.7 Impact on the entire Human Capital Management value chain.
- 3.4 The above mentioned challenges reflects the extent of the adverse impact and prejudice to the employees.
- 3.5 Based on the above mentioned challenges, the Agency has taken a decision to prioritise the development of the HRM Strategy, hence the development of this TOR for the procurement of the service provider to assist with the development of the Strategy.

4 OBJECTIVE OF THE BID

- 4.1 The objective of the BID is to appoint the service provider for a period of four (4) months to develop a Human Resource Management Strategy for the Agency.

5 SCOPE OF WORK

- 5.1 The scope of work should cover the following:
- 5.1.1 Conduct a scientific analysis and interrogation of the current SASSA Human Capital Management policies and practices;
 - 5.1.2 Conduct research on related HRM Strategy preferably related to the public sector;
 - 5.1.3 Develop the Human Resource Management Strategic document which will encompass amongst others these areas: Organisational Development; Talent Acquisition and retention; Human Capital Development and Performance Management; Employee Wellbeing; Employee Relations and Exit Management.

- 5.1.4 Consult the draft with relevant stakeholders for inputs;
- 5.1.5 Review the document in line with the inputs and guidelines provided by the stakeholders;
- 5.1.6 Finalise the document and present it for approval; and
- 5.1.7 Provide a close-out report.

6 CRITICAL COMPONENTS TO BE INCORPORATED IN THE STRATEGY

- 6.1 It is expected of the service provider to cover the following critical components for the development of the Human Resource Management Strategy:
 - 6.1.1 Organisational efficiency
 - 6.1.2 Recruitment and Selection
 - 6.1.3 Conditions of Service and Benefits
 - 6.1.4 Talent Management;
 - 6.1.5 Learning, development and Knowledge Management;
 - 6.1.6 Performance Management and Rewards;
 - 6.1.7 Employee Wellness and Occupational Health and Safety;
 - 6.1.8 Employee Relations and Stakeholder Management;
 - 6.1.9 Employee Retention; and
 - 6.1.10 Exit Management.

7 EVALUATION CRITERIA

- 7.1 The bid proposals shall be evaluated in accordance with 80/20 preference system as contemplated in the Preferential Procurement Regulation of 2022.
- 7.2 The bid evaluation shall be carried out in terms of the following two (2) stages:
 - 7.2.1 **Stage 1:** Mandatory requirements, administrative compliance and functionality evaluation
 - Phase 1:** Mandatory requirements
 - Phase 2:** administrative compliance
 - Phase 3:** functionality evaluation

Stage 1: Phase 1: Mandatory requirements

Service provider must provide the following mandatory documents:

- a) Proof of valid membership/registration with The South African Board for Personnel Practice (SABPP) or Society for Human Resource Management (SHRM).
- b) Detailed company's profile, which should include the following:
 - Nature of business;
 - Years of experience in business; and
 - Resource allocation to prove capacity.
- c) A minimum of three (3) years' experience in the development of Human Resource Management Strategy.
- d) Minimum of three (3) reference letters to prove that similar projects have been performed in the past five (5) years. The content of the letter must cover the following:
 - Name of client/ organisation where contract is being executed/ was executed;
 - Contract period (indicate start and end dates);
 - Nature of services provided;
 - Contact person and telephone numbers of your client; and
 - Value of the contract.
- e) Detailed CV's and copies of qualifications (Minimum of NQF Level 7) for all resources/staff allocated to this project.

NB!! Failure to comply with the above mandatory requirements will result in bid proposal being disqualified.

Stage 1: Phase 2: Administrative compliance

Bidders must provide the following:

Number	Requirement for administrative compliance
1	Tax Compliance Verification PIN
2	Fully completed and signed SBD documents

3	Proof of registration with CSD
---	--------------------------------

NB!! Failure to comply with the above requirements may result in bid being disqualified

Stage 1: Phase 3: Functionality Evaluation

a) Prospective bidders will be evaluated for functionality as stipulated in this TOR. Only those bidders who score a minimum of 60 points out of 100 on functionality will be considered and proceed to be evaluated further on price and specific goals and **80/20** preference point system will also apply.

b) Bidders will be evaluated in terms of the following values:
1 = Poor, 2=average, 3=satisfactory, 4= good, 5=excellent

Criteria	Weight
<p>The service provider must submit as part of their proposal, company profile, proof of relevant experience in the development of Human Resource Management Strategy, capacity (allocated resources) to deliver as per the scope of work.</p> <p>1. <u>Number of years of experience of the service provider</u></p> <p>The criteria will be as follows:</p> <ul style="list-style-type: none"> • Three (3) years' experience=3 • Above 3-4 years' experience=4 • Above 4 years' experience=5 	20
<p>2. <u>Knowledge and experience of the Subject Specialists/ Project Team, submitted CVs should indicate:</u></p> <ul style="list-style-type: none"> • Experience and knowledge in 	20

<p>the development of Human Resource Management Strategy</p> <p>The criteria will be based on the years of experience as follows:</p> <ul style="list-style-type: none"> • Three (3) years' experience=3 • Above 3-4 years' experience=4 • Above 4 years' experience=5 	
<p>3. <u>Project successfully completed in the development of Human Resource Management Strategy</u></p> <p>The criteria will be as follows:</p> <ul style="list-style-type: none"> • 1 project=1 • 2 projects=2 • 3 projects=3 • Above 3-4 projects=4 • Above 4 projects=5 <p>NB: Service providers should provide reference letters (Annexure A) indicating nature of the project, start and completion dates, value of contract and quality of work produced.</p>	20
<p>4. <u>Project Implementation Plan/ Methodology</u></p> <p>Detailed project plan outlining amongst others the following:</p> <ul style="list-style-type: none"> • Project execution methodology; • Project timelines and deliverables; • Resource allocation; • Communication method; • Risk Management; 	40

<ul style="list-style-type: none"> • Completion date; • Project close-out; and • Project costing <p>The criteria will be as follows:</p> <ul style="list-style-type: none"> • Implementation plan that addresses 2 aspects mentioned above=1 • Implementation plan that addresses above 2-4 aspects mentioned above=2 • Implementation plan that addresses above 4-5 aspects mentioned above=3 • Implementation plan that addresses above 5-6 aspects mentioned above=4 • Implementation plan that addresses above 6-8 aspects mentioned above=5 	
Total	100

7.2.3 Stage 2: Price and Specific Goals

Phase 1: Price and preference point

Criteria	Weight
Price	80
Specific Goals	20
Total	100

Price

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

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

Stage 2: Specific Goals

Preference points will be awarded to a bidder for attaining the specific goals in accordance with the table below:

Specific Goals	Number of points (80/20)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3 - 4 contributor	8

B-BBEE Status Level 5 - 8 contributor	4
Others (Non-Compliant)	0
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.	

- Bidders must submit a B-BBEE verification certificate from a verification agency accredited by the South African National Accreditation System (SANAS) or certified copies thereof and/or a CSD MAAA number and/or a sworn affidavit indicating the percentage of ownership of all shareholders and/or owners and signed by the commissioner of oaths. A sworn affidavit should be submitted over and above the SANAS or CSD MAAA number to claim for the below contributor level points:
 - B-BBEE Status Level 3-4 contributor with at least 51% women ownership
 - B-BBEE Status Level 3-8 contributor with at least 51% youth or disabled ownership

NB!! Failure to submit the required documents shall be interpreted to mean that preference points for specific goals are not claimed.

Pricing/Costing Guidelines

- The rates should be in line with applicable consultants fees guidelines which are gazetted by Department of Public Service Administration (DPSA):
https://www.dpsa.gov.za/policyupdates/nlrrm/consultants_hourly_fee_rates
- Indirect costs will be based in terms of costs recovery process, which includes disbursement related to travelling costs which are regulated by Automobile Association of South Africa (AA) and/or traffic tariffs as gazetted by Department of Transport; and in terms of applicable National Treasury policies.
- Service providers are required to fully complete amongst others the SBD 3.3
- The quoted price must be in rand value and inclusive of VAT and must be fixed until the finalisation of the project and payment.

8 PROJECT DURATION/ TIME FRAMES

- 8.1 The determined contractual period of this project is four (4) months, calculated from the project commencement date.
- 8.2 The successful service provider is required to start the project soon after receipt of the purchase order (instruction to proceed).
- 8.3 The service provider will be required to update the project plan in line with the commencement date.

9 COMPULSORY BRIEFING SESSION

- 9.1 The service provider will be invited to attend the briefing session as per the date and time that will be provided in the Request for Quotation (RFQ).
- 9.2 The compulsory briefing session will be held virtually (Ms Teams) and the link will be provided in the RFQ.
- 9.3 All enquiries and questions that may arise will be answered during the briefing session.
- 9.4 No meetings or telephonic enquiries will be entertained or responded to with regards to this Bid.
- 9.5 Failure to attend compulsory briefing session will result to disqualification from the bidding process.

10 GENERAL AND SPECIAL CONDITIONS

- 10.1 The contract will be managed in line with the applicable General Conditions of Contract (GCC) as issued by National Treasury.
- 10.2 The Agency reserves the right not to accept the lowest bid.
- 10.3 The Agency reserves the right to return late bids submissions unopened.
- 10.4 The Agency reserves the right to cancel or not to award the bid to any Bidder.
- 10.5 The Agency reserves the right to negotiate the price with the preferred bidder. The Agency reserves the right to conduct reference checks in terms of the reference letters provided.
- 10.6 Bidder/s shall be disqualified if found to have misrepresented information on the bid documents.

10.7 The appointed bidder will be required to invoice the Agency based on deliverables.

10.8 Quotations submitted after the closing date and time will not be considered.

11 SUBMISSION OF BIDS

11.1 All responses must be sealed and clearly marked as follows:

Name of Bidder

Bid Ref#

11.2. Responses must be hand delivered to the below address:

SASSA HOUSE

501 Prodinsa Building

Cnr Steve Biko and Pretorius streets

Arcadia, Pretoria

11.3 Responses to be directly inserted into the Quotation Box located at the above mentioned office.

11.4 The Agency shall not be held accountable, nor will it consider any entries where Bid Documents were not directly inserted into the Quotation Box before the closing date and time and was instead handed over to an individual.

12 CONFIDENTIALITY

12.1 All information and data to which the service provider has access shall be treated as being of a secret/confidential nature and will be subject to the restraints on disclosure thereof.

13 ENQUIRIES

- 13.1 All enquiries, questions and requests for clarification that may arise in relation to this Bid is to be done in writing and addressed to the Supply Chain Management.

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** 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.
- 1.2** 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.

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.

STANDARD BIDDING DOCUMENT (SBD) 4

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;

STANDARD BIDDING DOCUMENT (SBD) 4

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.

3.5 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.

3.6 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.

3.7 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

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.

STANDARD BIDDING DOCUMENT (SBD) 4

investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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

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

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms

of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14

4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: 2. = ...18 (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
 ii) The name of the sub-contractor.....
 iii) The B-BBEE status level of the sub-contractor.....
 iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm: **Work Dynamics (Pty) Ltd**

8.2 VAT registration number: **4130153861**

8.3 Company registration number: **1995/012174/07**

8.4 **TYPE OF COMPANY/ FIRM**

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☒ **(Pty) Limited**

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

Organisational Consulting Psychologists specialising in Organisational Development, Performance Management, Psychometric Assessments, Recruitment and Remuneration

8.6 **COMPANY CLASSIFICATION**

☐ Manufacturer

☐ Supplier

☒ **Professional service provider**

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]



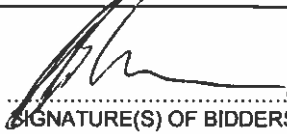
8.7 Total number of years the company/firm has been in business: 25

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a

fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p>  	 SIGNATURE(S) OF BIDDERS(S) DATE: 26 April 2023 ADDRESS Riesling House The Vineyards Office Estate 99 JIP de Jager Drive Bellville
---	---

