



INVITATION TO BID

BID REFERENCE NUMBER: SMME-REF BID 23/24/02

REQUEST BIDS FROM A PORTFOLIO MANAGEMENT COMPANY OR FINANCIAL INSTITUTION TO MANAGE INVESTMENT PORTFOLIOS FOR THE PROPERTY PRACTITIONERS' FIDELITY FUND (PPFF) WHICH IS OWNED AND MANAGED BY THE PROPERTY PRACTITIONERS' REGULATORY AUTHORITY (PPRA)

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

Company Name	Supplier registration number	
		Main contractor
		Sub-contracted/ joint venture comp 1 Sub-contracted/ joint venture comp 1
		Sub-contracted/ joint venture comp 1 Sub-contracted/ joint venture comp 2

TENDER NOTICE AND INVITATION TO TENDER

SECTION 1: NOTICE TO TENDER

Responses to this Tender (hereinafter referred to as a Tender) are requested from real estate firms also known as estate agencies or business property practitioners in terms of the Property Practitioners Act, 22 of 2019.

DESCRIPTION	REQUEST BIDS FROM A PORTFOLIO MANAGEMENT COMPANY OR FINANCIAL INSTITUTION TO MANAGE INVESTMENT PORTFOLIOS FOR THE PROPERTY PRACTITIONERS' FIDELITY FUND (PPFF) WHICH IS OWNED AND MANAGED BY THE PROPERTY PRACTITIONERS' REGULATORY AUTHORITY (PPRA)
TENDER DOCUMENTS DOWNLOADING	Tender documents may be downloaded directly from the National Treasury's eTenders publication portal at www.etenders.gov.za or directly from the Property Practitioners Regulatory Authority's (PPRA's) website at theppra.org.za under TENDERS tab.
COMPULSORY TENDER BRIEFING SESSION	A compulsory Tender Briefing Meeting not will be conducted.

CLOSING DATE	<p>12H00 noon on the 17th of October 2023</p> <p>Tenderers must ensure that bids are submitted timeously as late proposals will not be accepted for consideration and evaluation.</p>

Any enquiries must be in writing and can be directed to:

Bidding enquiries contact Mr. Vusani Tshivule on infotenders@theppra.org.za

Technical enquiries contact Mrs. Happy Moroamohwebedu on infotenders@theppra.org.za

DOCUMENTS IN TENDER DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following: **PART 1:**

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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:	REF 23/24/02	CLOSING DATE:	17 October 2023	CLOSING TIME:	12:00 PM
BID DESCRIPTION	A PORTFOLIO MANAGEMENT COMPANY OR FINANCIAL INSTITUTION TO MANAGE INVESTMENT PORTFOLIOS FOR THE PROPERTY PRACTITIONERS' FIDELITY FUND (PPFF) WHICH IS OWNED AND MANAGED BY THE PROPERTY PRACTITIONERS' REGULATORY AUTHORITY (PPRA)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Property Practitioners Regulatory Authority, 63 Wierda Road East, Wierda Valley, Sandton, 2196					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Vusani Tshivule		CONTACT PERSON	Happy Moroamohwebedu	
TELEPHONE NUMBER	(011) 731-5711		TELEPHONE NUMBER	010 593 8901	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	infotenders@theppra.org.za		E-MAIL ADDRESS	infotenders@theppra.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
PREFERENCE POINTS CLAIMED PER SBD 6.1	TICK APPLICABLE Yes No		SUPPORTING DOCUMENTS PROVIDED IN SUPPORT OF PREFERENCE POINTS CLAIMED		TICK APPLICABLE Yes No
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

Bid No.:

Name of Bidder:

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES	NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES	NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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:

PRICING SCHEDULE**(Professional Services)**

NAME OF BIDDER: BID NO.:

CLOSING TIME 12:00 PM

CLOSING DATE 17 October 2023

OFFER TO BE VALID FOR90.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	R.....
	R.....
	R.....
	R.....
	R.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	R..... days
	R..... days
	R..... days
	R..... days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	R.....
	R.....
	R.....
	R.....
	TOTAL: R.....		

Name of Bidder:

**" all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

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

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

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

*[DELETE IF NOT APPLICABLE]

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7** Are you or any person connected with the bidder presently employed by the state?

YES / NO

Name of Bidder:

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person

Name of Bidder:

connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9. If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
.....
.....
.....

Name of Bidder:

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number / Employee Personal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

1. THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

2.

This document must be signed and submitted together with your bid

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

2.1. PILLARS OF THE PROGRAMME

- 2.1.1. The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million. or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million. or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million. or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 2.1.2. The NIP obligation applicable to suppliers in respect of sub-paragraphs 5.1.1 (a) to 5.1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 5.1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 2.1.3. To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 2.1.4. A period of seven years has been identified as the time frame within which to discharge the obligation.

2.2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.2.1. In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2.2. The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts

Name of Bidder:

and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 5.1.1.(b) to 5.1.1. (d) above.

2.3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

2.3.1. Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

2.3.2. In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 5.1.1 (b) to 5.1.1

(d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

2.3.3. The information required in paragraph 5.3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

2.4. PROCESS TO SATISFY THE NIP OBLIGATION

2.4.1. Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a) the contractor and the DTI will determine the NIP obligation;
- b) the contractor and the DTI will sign the NIP obligation agreement;
- c) the contractor will submit a performance guarantee to the DTI;
- d) the contractor will submit a business concept for consideration and approval by the DTI;
- e) upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f) the contractor will implement the business plans; and
- g) the contractor will submit bi-annual progress reports on approved plans to the DTI.

2.4.2. The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Name of Bidder:

Bid number Closing date:	
Name of bidder.....	
Postal address	
Signature.....	Name (in print).....
Date.....	

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

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

1.3 Points for this tender shall be awarded for:

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to

Name of Bidder:

provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- (c) **“lowest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;
- (d) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (e) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (f) **“specific goals”** 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 *Government Gazette* No. 16085 dated 23 November 1994;
- (g) **“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
- (h) **“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:

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Name of Bidder:

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

Note to 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)
Ownership by or Management Control by:				
Black People (Attach certified ID copy)	-	10	-	
Women (Attach certified ID copy)	-	4	-	
Youth (Attach certified ID copy)	-	2	-	
People with Disabilities (Attach certified proof)	-	2	-	
People who are Military Veterans (Attach certified proof)	-	2	-	

Name of Bidder:

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the **audi alteram partem** (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

Name of Bidder:

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) in accordance with the requirements and specifications stipulated in bid number...at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Specific Goals in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2.

DATE:

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

I..... in my capacity as.....
accept your bid under reference numberdatedfor the supply of goods/works
indicated hereunder and/or further specified in the annexure(s).

An official order indicating delivery instructions is forthcoming.

I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract,
within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	PREFERENCE POINTS FOR SPECIFIC GOALS	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

7. I hereby undertake to render services described in the attached bidding documents to (name of the institution).....in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number... ..at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
8. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (iv) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Specific Goals in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (v) General Conditions of Contract; and
 - (vi) Other (specify)
9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
12. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES PART

2 (TO BE FILLED IN BY THE PURCHASER)

I..... in my capacity as.....
accept your bid under reference numberdated.....for the rendering of services
indicated hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract,
within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	PREFERENCE POINTS FOR SPECIFIC GOALS	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- abused the institution's supply chain management system;
 - committed fraud or any other improper conduct in relation to such system; or
 - failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect: I certify,

on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

SBD 9

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

TERMS OF REFERENCE (TOR)

TERMS OF REFERENCE FOR INVESTMENT PORTFOLIO MANAGEMENT COMPANY OR FINANCIAL INSTITUTION FOR PROPERTY PRACTITIONERS' FIDELITY FUND (PPFF) WHICH IS OWNED AND CONTROLLED BY PROPERTY PRACTITIONERS' REGULARITY AUTHORITY(PPRA)

1. INTRODUCTION

The Estate Agency Affairs Board ('the EAAB') was established in 1977, pursuant to the provision of the Estate Agency Affairs Act, 112 of 1976('EAA Act), with the mandate to regulate and control the property practitioner's industry in the public interest. The EAAB in February 2022 changed its name to Property Practitioners Regulatory Authority (PPRA). Property Practitioners Act (PPA) promulgated to provide for the regulation of property practitioners; to provide for the continuation of the Estate Agency Affairs Board as the Property Practitioners Regulatory Authority (PPRA).

The PPRA is a schedule 3A public entity in terms of the Public Finance Management Act, reporting to the Department of Human Settlement (DHS) as its Executive Authority. PPRA is committed to Broad Based Black Economic Empowerment Act 55 of 2003 and the Codes of Good Practice.

PPRA is administrative entity and is responsible to manage and control the Property Practitioners Fidelity Fund in terms of the PPA Act.

The Authority may, with the approval of the Minister, outsource the management and administration of the Fund to any portfolio management company or a financial institution in terms of the Financial Services Board Act, 1990, on the terms and conditions approved by the Minister.

1.1 Establishment and control of the Property Practitioners Fidelity Fund

PPA s34 states that the Fund established by section 12 of the Estate Agents Affairs Act, 1976, known immediately before the commencement of this Act as the Estate Agents Fidelity Fund, continues to operate as if it were established in terms of this Act, under the name Property Practitioners Fidelity Fund.

The purpose of the fund is amongst others to pay out claims lodged by members of the public who suffer losses pursuant to the misconduct of the property practitioners as specified in section 37 of the PPA.

The Fund must be maintained and applied to reimburse persons who suffer pecuniary loss by reason of—
 (a) theft of trust money committed by a property practitioner who was in possession of a Fidelity Fund certificate at the time of the theft; or
 (b) the failure by a property practitioner to comply with section 54(1) or (3). (2) No person has any claim against the Authority as contemplated in subsection (1) unless the claimant has—
 (a) within three years after the circumstances giving rise to a claim came into being, given notice to the Authority of such claim as contemplated in section 37; or
 (b) within the three-year period contemplated in paragraph (a) after a written request was sent to him or her by the Authority, furnished to the Authority such proof as it may reasonably require.

1.2 Source of income for the Fidelity Fund

The income of the fund in terms s34(2) of the PPA includes the following:

The following must be paid into the Fund:

- (a) – new registration contributions from property practitioners
- (b) income from the investment of monies in terms of s33(2);
- (c) all monies recovered by or on behalf of the Fund; such Interest on trust monies held by Firms of the property practitioner.

Name of Bidder:

- (d) all monies received from any insurance company;
- (e) interest paid; and
- (f) any other monies accruing to the Fund.

1.3 Investment of monies in the Fund

Monies in the Fund not immediately required for the purpose of the fund shall be invested with any and with any banking institution registered other than provisionally under section 4 of the Banks Act, 1965 (Act 23 of 1965) in line with National Treasury regulations to continue investing outside CPD.

The value of the Fidelity Fund Investments as at 31 March 2023 is R 584 913 326. These investments are currently held in the approved banks in the money market and/or call accounts.

2. CONTRACT PERIOD

The appointment of a successful service provider would be for a period of three (3) years, subject to annual performance review by the Finance and Investment Committee and availability of budget.

3. CONDUCT OF THE WORK

The work will be conducted between PPRA offices and service providers' offices, with regular meetings. The service provider will be required to engage monthly with management, furnish reports and presentation to Finance & Investment Committee at least quarterly.

Portfolio management company or a financial institution will be evaluated based on the portfolio's performance against their Investment Proposal presented and approved by the Finance and Investment Committee. The portfolio's performance against the proposed investment plan will be evaluated on a quarterly basis.

The service fee will be in accordance with standard industry institutional fee or as agreed between the two parties. The service fee must be presented to management for review and approval. Any other fees earned or received should be **disclosed and** offset against the agreed service fee.

The service provider will invoice PPFF according to the agreed fee and PPFF will make payment directly to the service provider.

The service provider will be obliged to invest in line with the revised approved PPFF investment policy statement and strategy.

4. SCOPE OF WORK

Thus, the full services shall comprise of:

- a) Development / review of investment policy statement and investment strategy for the Fidelity Fund
- b) Assisting in managing the investments and ensure optimal returns on the investment
- c) Monitoring of investment performance
- d) Investment reporting, trends and market analysis
- e) Provide an independent advice on the investments in line with the Investment policy and strategy.
- f) Provide monthly reports to management

Name of Bidder:

- g) Provide and present quarterly reports to Finance and Investment Committee
- h) Provide any other extra reports that Finance and Investment Committee and Management may require regarding the investments.

5. EXPECTED OUTCOMES AND DELIVERABLES

As indicated above the expected outcomes and deliverables will include

- a) Investment Policy review and updates
- b) Investment Strategy formulation and presentation to FINCO
- c) Monthly and Quarterly Investment Reports
- d) Trends and Market Analysis
- e) Attending FINCO meetings quarterly and Board meetings when required
- f) Presentation of the quarterly report
- g) To assist in resolving Auditor General queries relating to the investments
- h) Ad hoc report such as dashboard reports, audit bank confirmation e.c.t

6. PROPOSAL/PRESENTATION

The potential bidders should focus on the following aspects in their proposal and presentation:

- 6.1 Bidder is required to certify that they are independent of other Asset Managers and Investment Institutions or declare their financials and other relationships;
- 6.2 Demonstration of the bidder's substantial investment portfolio management or a financial institution's experience, with emphasis on best practice methodology, tools and technology used;
- 6.3 Qualifications, skills, expertise and experience of the bidders' key personnel of the portfolio management or a financial institution team which must include:
 - a) The structure and composition of the proposed team, clearly outlining the main disciplines/specialties and the key personnel responsible for each specialty.
 - b) CVs of key personnel which highlight qualifications, areas of experience/competence, relevant to the tasks and objectives of the assignment, and the years of experience. The proposed Key Core Team shall not be changed without prior approval of the Finance & Investment Committee
 - c) All members of the assigned team must belong to relevant professional bodies.
- 6.4 Shareholding and Management structure;
- 6.5 Employment Equity Policy;
- 6.6 Service fee structure;
- 6.7 Minimum **of three (3) written external references**, size of investment under management and size of client base and
- 6.8 The appointment will be with the portfolio management company or a financial institution not with any particular individual.

7. EVALUATION CRITERIA

- 7.1 Bids will be evaluated using the **80/20 preference points system** of which **80 points** will be **price** and **20 points will be allocated for specific goals**.
- 7.2 Bidders will be evaluated in the following three (3) stages, in accordance with Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) (PPPFA), namely:
- Functionality,
 - Presentation evaluation criteria
 - Price and Preference points

7.2.1 Stage 1: Functionality

Functionality will be evaluated as outlined in the table below:

Description	Maximum Points	Weight %
<p>Proposed Approach and Methodology: Availability and appropriateness of the tools/methods used by the organization and how they will satisfy the requirements of the assignment. To include the approach, tools/method the company use, scope of work, best practice investment options/portfolios within the Treasury approved banks, investment strategy and policy, knowledge & impact of trends & market Analysis and technology use.</p> <p>Score: Methodology and approach are fully adequate to meet the requirements of the assignment = 40 points Methodology and approach cover the minimum requirements = 15 points Inadequate methodology and approach = 0 points</p>	40	100%
<p>Qualification and relevant Experience of Individual or lead team member Provide certified academic qualification and experience of individual or lead team member who will be involved in the assignment. Provide proof of active membership of the individual or lead team member to confirm that she/he belongs to a professional body.</p> <p>Score: Minimum NQF 8, more than 10 years' relevant experience and belong to a professional body = 20 points Minimum NQF 8, 8 to 10 years' relevant experience and belong to a professional body = 15 points Minimum NQF 8, 6 to 7 years' relevant experience = 10 points Minimum NQF 8, 4 to 5 years' relevant experience = 07 points Minimum NQF 8, with 1 to 3 years' relevant experience = 05 points Minimum NQF 8, with 0 to less than 01 years' relevant experience = 0 points</p>	20	100%

Name of Bidder:

Description	Maximum Points	Weight %
<i>Proven Experience of the portfolio management company/ or a financial institution's</i> Provide company profile with contactable references Score: Over 10 years of proven track record including experience in public entities = 20 points Between 7 to 10 years of proven experience including experience in public entities = 15 points Between 5 to less than 7 years of proven experience including experience in public entities = 10 points Between 3 to less than 5 years of proven experience including experience in public entities = 05 points Less than 3 year = 0 points	20	100%
<i>Portfolio management company/entity or a financial institution's client profile</i> Score: Proven experience in managing public sector investments to the value of more than R500 million = 20 points Proven experience in managing public sector investments to the value of R300 million to R500 million = 10 points Proven experience in managing public sector investments to the value of less than R300 million = 5 points No proven experience in managing public sector investments = 0 points	20	100%
TOTAL SCORE FOR FUNCTIONALITY	100	
Minimum threshold for Functionality	80	

7.2.2 All bidders who score less than 80% (80 points) on functionality will be eliminated and will be regarded as having submitted a non-responsive bid and will be disqualified.

7.2.3 Bidders who score 80% or more on functionality will qualify for Stage 2 evaluation which will entail presentation of their proposals to the **Bid Evaluation Committee** of **PPRA**.

7.3 Stage 2: Presentation by shortlisted firms

The shortlisted firms who score a minimum of 80 points on Functionality will be required to present at 30 minutes presentation of their detailed proposal to the PPRA. Firms will be advised of the presentation date and time at least 3 days prior.

7.4 Presentation Criteria

Bidders who score 80% or more in stage 01 on functionality will be requested to conduct presentation to the PPRA's Bid Evaluation Committee. PPRA's Bid Evaluation Committee will do the scoring for presentation in terms of the presentation criteria. Presentations would be scored as outlined in the table below:

Presentation and evaluation criteria

Description	Maximum Points	Weight %
Assist and annually review of the Investment Policy	15	100%
Assist and annually review of the Investment Strategy	15	100%
Portfolio Managers or Financial Institution's experience	10	100%
Training and skills transfer	5	100%
Knowledge & impact of Trends & Market Analysis on the investments and Investment Reporting.	20	100%
Monitoring of investment performance and provision of independent advice on investments maturing /current status	25	100%
Presentation in general	10	100%
Total Score	100	

Bidders are required to score a minimum of 80 points on presentation to progress to stage 3.

7.5 Stage 3: Price and Preference point system

7.5.1 Bidders who score 80% or more in Stage 01 on functionality and 80% and more in stage 02 on presentation will be evaluated further in accordance with 80/20 preference point system.

7.5.2. The following formula will be used to calculate the points out of 80 for price in respect of this tender:

$$Ps = \frac{80 \{1 - Pt - P \min\}}{P \min}$$

Where, Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration;

Pmin = Price of lowest acceptable tender.

7.5.3. Points for specific goals will be scored according to the information in Table 1:

Table 1: Specific goals and points allocation for preferential procurement

Specific goals (Management control or ownership by these categories of people)	Points allocated
Black People (Submit certified copy of Identity Document)	10
Women (Submit certified copy of Identity Document)	4
Youth (Submit certified copy of Identity Document)	2
People with Disability (Submit certified copy of proof of disability)	2
Military veterans (submit certified proof)	2
Total	20

7.5.4. The points scored for price will be added to the points scored for specific goals to obtain the bidder's total points out of 100.

7.5.5. A contract will be awarded to the bidder who scored the highest total number of points from point scored for price and points scored for specific goals.

7.5.6. In exceptional circumstances the PPRA may, on reasonable and justifiable grounds, award the bid to a bidder that did not score the highest total number of points.

7.5.7. In the event of equal points scored, the tender will be awarded to the tenderer scoring the highest points on specific goals.

7.5.8. To be scored for specific goals in Table 1, complete Standard Bidding Document (SBD) 6.1 Form (attached).

8. Supply Chain Management Administration compliance requirements

8.1. If having passed responsiveness, the bidders will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax complaint Pin issued by the South African Revenue Services in line with Instruction Note No: 9 of 2017/2018: Tax Compliance Status and Instruction Note 4A of 2016/2017 (Central Supplier Database).

8.2. The bidders must be fully compliant and registered with the National Treasury Central Supplier Database (CSD) in line with Instruction Note No: 4A of 2016/2017 (Central Supplier Database).

8.3. Any form of misrepresentation in the bid information will result in disqualification.

8.4. The bidders or any of their directors/shareholders must not be listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.

8.5. The PPRA will enter into a contract with the successful bidder company and not individual team members.

9. BRIEFING SESSION

No briefing session will be held for this bid.

10. COMPULSORY BID DOCUMENTATION

The following documents are compulsory and must be submitted with bid documents:

- 9.1 Bid documents that are duly completed and signed.
All bid documents must be properly completed and duly signed in full.
- 9.2 Written proposal/presentation offer as per requirements listed in item six (06) and seven (07) above.
- 9.3 An active Tax Compliant Pin issued by the South African Revenue Services.
- 9.4 Proof of Registration with Financial Sector Conduct Authority (FSCA) formerly the FSB.
- 9.5 Submission of National Treasury Central Supplier Database (CSD) Summary Report. The supplier number and Unique Reference number is compulsory.
- 9.6 Bid prices must be VAT inclusive and include all total costs required for the assignment including disbursements.

- 9.7 Bidders must submit one (1) original copy.
- 9.8. Bidders latest independently reviewed or audited Financial Statements not older than 2022 or after.
Proof of insurance cover that is required in terms of FSCA AND FAIS legislation.

11 OTHER IMPORTANT BID DOCUMENTATION (ADMINISTRATION)

- 11.1 The portfolio management company or a financial institution must provide the relevant license category and sub category that they are licensed for.
- 11.2 Provide suitable guarantees, or/and professional indemnity, or/and fidelity insurance cover certificates that is required by the applicable regulations and legislation.
- 11.3 The bidder has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the bidder's ability to perform the contract in the best interests of the employer or potentially compromise the bidder process and persons in the employ of the state are permitted to submit bids or participate in the contract.
- 11.4 Removed from a contract by any organ of state on account of failure to perform on or comply with the contract.

12 INSTRUCTIONS ON SUBMISSION

- 12.1 The closing date for submission of bids and proposals is **17 October 2023 at 12:00 PM**. Please note that no late bids will be accepted.
- 12.2 All bids must be submitted on the official forms (not to be retyped).
- 12.3 Bids are subject to the National Treasury General Conditions of Contract (GCC) and terms of reference as stipulated in this document.
- 12.4 Bids submitted that do not comply with the following may not be considered for evaluation:
 - Bids that are not in the prescribed format.
 - Bids without all the required documents.

- 12.5 PPRA reserves the right not to appoint any bidder who has submitted his/her proposal. Note that in the event PPRA selects a successful bidder, the latter will be required to sign a service level agreement which is drafted by PPRA.
- 12.6 Successful bidder will be subjected to the PPRA's terms and conditions.
- 12.7 Bidders latest Independently reviewed or audited Annual Financial statement not older than 2022 of the successful bidder will be scrutinized to assess the risk of managing PPFF investments before awarding the bid. Attention will also be focusing on the liquidity and going concern of the successful bidder.
- 12.8 Enquiries regarding bid administration and technical requirements should be directed to:
infotenders@theppra.org.za.
- 12.9. For all telephone enquiries, please contact the following Supply Chain contact personnel:
Mr. Fhatuwani Khomongwe
Supply Chain Manager
Tel: 011 731 5712
OR
Mr. Vusani Tshivule
Supply Chain Officer
Tel: 011 731 2231

13. **AVALIABILITY AND SUBMISSION OF BID DOCUMENTS**

- 13.1. Bid documents can be downloaded free of charge from e-tenders or the PPRA or they be bought at R200.00 (Two hundred rands) at SCM Department of the Property Practitioners Regulatory Authority.
- 13.2. Documents to be submitted should be indexed properly and ensure all documents requested are submitted.
- 13.3. Bids must be submitted/dropped into the tender box at offices of the Property Practitioners Regulatory Authority situated at the following physical address: 63 Wierda Road East, Wierda Valley, Sandton.