



Province of the
EASTERN CAPE
HUMAN SETTLEMENTS

OFFICE OF THE CHIEF FINANCIAL OFFICER

Steve Tshwete House • 31-33 Phillip Frame Road • Waverly Park • Chiselhurst • East London • Eastern Cape • RSA
Office No: 043 711 2041 • Fax No: 043 711 2096 • Email: xolilem@ecdhs.gov.za

TERMS OF REFERENCE

SCMU11-25/26-001: HEAD OF DEPARTMENTS SUPPORT OFFICE - THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP) TO COLLABORATE, COORDINATE AND ASSIST WITH THE ACTIVITIES OF THE MINISTRY THE DEPARTMENT OF HUMAN SETTLEMENTS AND THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.

COMPILED FOR:

Eastern Cape Department of
Human Settlements
Steve Tshwete House
31-38 Phillip Frame Road,
Waverly Park, Chiselhurst
East London

COMPILED BY:

Head of Departments Support
Office

Eastern Cape Department of
Human Settlements
3 Phillip Frame Road, Waverly
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MAY 2025

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1. BACKGROUND

The Department of Human Settlements (DHS) and the Department of Public Works and Infrastructure (DPWI) are overseen by a single Ministry. This combined Ministry is expected to collaborate and coordinate resources, capacity, and budgets to deliver services effectively to the citizens of the Eastern Cape.

Considering the enormity of the task and the required skills to build management skills and experience within the Departments and to assist the ministry with the collaboration and coordination, it will require the services of appropriately qualified and experienced and dedicated professionals. In this regard, a suitably qualified Professional Service Providers (PSPs) for the HoDs Support Office will be appointed for a period of 36 months. The appointed PSPs with the management will be driving a cultural change within the Departments with a view of creating accountability and removing the 'Silo' approach to operations that currently exists. This would therefore promote effective and efficient synergy between the two departments by implementing a standardized approach, governance and assurance and structured strategy to deliver the mandate of the ministry.

2. PROJECT LOCATION

The project will take place within the geographical boundaries of the Eastern Cape province for both the Provincial Departments of Human Settlement and Public Works and Infrastructure, with offices located in Buffalo City Metropolitan (BCM). The project work will include site and project visits to all district municipalities in the Eastern Cape.

3. PROJECT DESCRIPTION

The project details are as follows: -

- 3.1** Enable a robust organizational system in place to ensure that in the 7th Administration, the Department of Human Settlements and Public Works and Infrastructure are seamlessly coordinated in both planning and execution of Programmes. This synergy is crucial for the efficient planning and execution of programs, thereby achieving the common goals for the built environment within the province.

- 3.2** The project will develop an integration and collaboration framework and strategy to ensure that government development initiatives at a provincial government level can better align with national, provincial and local infrastructure strategies and policies.
- 3.3** The project will develop a strategy to compile a Provincial Immovable Asset Master Plan and a comprehensive development plan to attract national and international investors to the Eastern Cape to generate revenue,
- 3.4** Assist in developing an improvement strategy for the implementation of the departmental priorities for DHS and DPWI in the province.
- 3.5** Assist in developing an improvement strategy for the implementation of catalytic and strategic projects within the two departments and related matters. The duration of this project is 36 months after the signing of a contract by the successful Professional Service Provider, subject to the general conditions of the contract and renewable up to a maximum extra two years (24 months) based on the performance review, complexity and nature of the assignment.

4. SCOPE OF WORKS

It aims to ensure that all initiatives undertaken within the Ministry are aligned with the defined strategic objectives as well as the areas of collaboration and coordination of the Ministry and the responsibilities of the PSPs will be as follows:

- 4.1** Develop an integration and collaboration framework and strategy to ensure government development goals a provincial government level can better align with national, provincial and local infrastructure strategies and policies,
- 4.2** Strategy to compile a Provincial Immovable Asset Master Plan and a comprehensive development plan to attract national and international investors to the Eastern Cape to generate revenue,
- 4.3** Assist with a strategy to deal with shelter to accommodate survivors and victims of Gender Based Violence and Femicide (GBVF), and other social ills,
- 4.4** Plan to convert the schools closed by the Department of Education to be used as Rehabilitation and Community Development Centers,

- 4.5 Assist with the Provincial Strategy to respond to the Port St Johns (PSJ) fishing harbor proclamation and guide both the DPWI and DHS contribution to the Ocean's Economy Plans.
- 4.6 Assist with the Provincial Strategy to respond to the Eastern Cape Seaboard Project,
- 4.7 Prepare a comprehensive Strategy for the Implementation of a Mixed-Mode Development Model as part of building sustainable and integrated Human Settlements. This means that the two Departments prioritize some District Municipalities for integrated delivery of social infrastructure (Schools, Clinics, Human Settlements),
- 4.8 Assist with a plan for the Priority Development Areas- Secondary Cities and Small Towns,
- 4.9 Prepare a comprehensive plan for eMaxesibeni office Precinct and Bhisho Precinct (Provision of First Home Finance & Social Housing) or any other solution, (Mixed Mode Development),
- 4.10 Prepare a comprehensive plan for Ntabankulu TVET college Development village,
- 4.11 Strategy for Unlocking Local Material Supply and Project Packaging,
- 4.12 Strategy for the collaboration through Expanded Public Works Programme (EPWP),
- 4.13 Comprehensive plan on Micro, Small and Medium Enterprise (MSME) support and development; and creation of quality and sustainable work opportunities.

5. PROJECT DELIVERABLES

5.1 GENERAL

The scope of work detailed in Section 4 clearly describes the extent of work expected from the professional team. Project deliverables can, however, be summarized as follows:

6. PROPOSAL FORMAT

Bidders must submit (one) 1 sealed envelope of their proposal to fulfill the project deliverables described above.

ENVELOPE must contain a well-prepared document as a **Technical and Financial Proposal**.

7. PROJECT PLAN AND SCHEDULE

Bidders should include a proposed project plan (including schedule/timetable and deliverables, with the identification of team member involvement).

8. FINANCIAL PROPOSAL

- 8.1.1** The Financial Proposal provided shall specify and state a firm and fixed price, including total fees and expenses in order to complete the project.
- 8.1.2** Bidders must ensure that they fill in the following document in black ink as part of the Financial Proposal,

Table 1: Bill of Quantities: Planning Activities

1	PRE PLANNING				
NO.	ITEM	UNIT	QTY	AMOUNT	NOTES
1.1	Analysis of Available Information	NO.	1		Review and identification of outstanding data for project implementation
1.2	Baseline Assessments	NO.	1		Assess current processes, Page 5 of 27 resources, and challenges
SUB TOTAL					
2	PLANNING				
NO.	ITEM	UNIT	RATE	AMOUNT	NOTE
2.1	Joint Theory of Change (ToC) Exercise	No	1		Review strategies for coordinated & improved spatial planning
2.2	Integration and Collaboration Framework Development	NO.	1		Develop a guiding framework and ensure alignment of provincial initiatives with national and local strategies
2.3	Establish Governance Structures	NO.	1		Establish and manage governance structures
2.4.	Project Management Planning	NO.	1		Establish the project's Programme of Action (PoA) for the project with clear timelines
SUB TOTAL					

Table 2: Bill of Quantity: Implementation

3	IMPLEMENTATION				
NO.	ITEM	UNIT	RATE	AMOUNT	
3.1	Project Management	NO.	1		Implement the projects Programme of Action (PoA).
3.2	Provincial Immovable Asset Master Plan Development	NO.	1		Compile a comprehensive development plan
3.3	Departmental Priorities Improvement Strategy	NO.	1		Develop strategies for implementing DHS and DPWI priorities
3.4	Strategic Projects Implementation Improvement Strategy	NO.	1		Enhance strategies for executing catalytic and strategic projects
3.5	Project Meetings and Stakeholder Engagement	NO.	1		Initiate and participate in meetings and engage with stakeholders
3.6	Accommodation and housing needs for survivors and victims of Gender Based Violence and Femicide (GBVF), and other social ills	NO.	1		Compile a strategy to assist with housing solutions to the survivors and Victims of Gender Based Violence and Femicide (GBVF), and other social ills
3.7	plan to repurpose closed schools	NO.	1		Develop a plan to repurpose closed schools in the province
3.8	Guide on the contribution on Ocean's Economy Plan on the province	NO.	1		Guide departments on improved contribution to Ocean's Economy Plan
3.9	Guide and contribute to Provincial Strategy efforts in the implementation of the Eastern Cape Seaboard Project	NO.	1		Strategy efforts in the implementation of the Eastern Cape Seaboard Project
3.10	A Strategy for the Implementation of a Mixed Mode	NO.			Prepare a comprehensive Strategy for the

	Development Mode		1		Implementation of a Mixed-Mode Development Model
3.11	Plan for the Priority Development Areas Secondary Cities and Small Towns & strategic projects.	NO.	1		Assist on the Plan for the Priority Development Areas- Secondary Cities and Small Towns & strategic projects.
3.12	Strategy for Local Material Supply and Project Packaging, and Micro, Small and Medium Enterprise (MSME) support	NO.	1		Preparing a Strategy for Local Material Supply and Project Packaging, and Micro, Small and Medium Enterprise (MSME) support
3.13	Communication and Stakeholder Engagement Plan Launch	NO.	1		Initiate communication and engagement plans
SUB TOTAL					
TOTAL = SUM OF SUB TOTALS					
TOTAL = SUM OF SUB TOTALS (Carried to FINAL SUMMARY & FORM OFFER)				R	

9. EVALUATION CRITERIA

ECDHS has set minimum standards (Stages) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Table 3: Stages of Evaluations of Bidders

(STAGE 0): Administrative compliance	(STAGE 1): Functionality Criteria	(STAGE 2): Price and Specific goals Evaluation	(STAGE 3): Risk Assessment
Bidders must submit all documents as outlined in Table 5	Bidders must meet all the criteria stipulated under functionality criteria to proceed to Stage 2 (Price and specific goals evaluation).	Bidders will be evaluated in terms of section 5 of the PPPFA 2000, Preferential Procurement Regulations, 2022.	Bidders will be evaluated in terms of risk. Bidders that fail to meet the risk criteria will be considered to contain a potential high-risk level and will not be considered for appointment

9.1 STAGE 0 – ADMINISTRATIVE COMPLIANCE

9.1.1 Without limiting the generality of ECDHS's other critical requirements for this Bid, bidders must submit the documents listed in Table 7 below. All documents must be completed and signed by the duly authorised representative of the prospective bidder. During this phase, bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. In case of a Joint Venture/Consortium all parties are expected to submit individual documentation:

Table 4: Administrative compliance

No	Document that must be submitted	Explanatory Information
1	SBD1: Invitation to tender	Complete and sign the supplied proforma document
2	SBD2: Tax clearance certificate	Complete and sign the supplied proforma document
3	SBD4: Declaration of interest	Complete and sign the supplied proforma document
4	SBD6.1: Preference points claim form;	Complete and sign the supplied proforma document
5	Bill of quantities and summary & form of offer	Submit full details of the pricing proposal as per Bill of quantities. Blank spaces will be regarded as incomplete. Should the bidder not charge for the service, the bidder must indicate that with a zero (0). Bidders must complete the entire Pricing Schedule
7	Central supplier Database (CSD) registration	Service Providers must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered, prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit CSD printout as proof of registration.
9	Annexure A: Intent to form Joint venture consortium agreement	The joint venture and/or consortium agreements must clearly set out the shareholding and roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement. A signed agreement will be expected to be submitted prior award of contract.

9.1 STAGE 1: FUNCTIONALITY EVALUATION

- 9.1.1** In this stage the capabilities of the PSPs as well as the professional team will be assessed. Functionality will be scored out of **fifty (50) points**.
- 9.1.2** Bidders should obtain at least **thirty five (35) points out of fifty (50) points** on functionality evaluation to qualify for the Price and specific goals evaluation.
- 9.1.3** Only bids which have achieved the required minimum points for functionality will proceed to Stage 2 of evaluation. **NB:** Points scored in Stage 1 will not be taken into consideration for the evaluation in Stage 2.

9.2 FUNCTIONALITY CRITERIA

These are names of professionals nominated by the bidder whose CVs will be considered for evaluation. If no nomination is made no points will be allocated for evaluation.

Table 5: List of professionals to be considered for evaluation.

NO.	POSITION OF NOMINATED TEAM LEADER	NAME OF NOMINATED TEAM LEADER	HIGHEST LEVEL OF QUALIFICATIONS OF THE NOMINATED TEAM LEADER
9.3			
9.2			

9.2.1 RELEVANT EXPERIENCE OF TEAM LEADERS

Table 6: Functionality criteria for Professional team

NO.	TEAM LEADER EXPERIENCE	MAX. POINTS	SCORE FOR YEARS OF EXPERIENCE PER TEAM LEADER			
			20 years +	10 – 19 years	5 – 9 years	Less than 5 years experience
9.2.1	Business Administration	13	13	8	5	0
9.2.2	Public Administration	12	12	7	4	0
TOTAL		25				

9.2.2 RELEVANT QUALIFICATION OF TEAM LEADERS

Table 7: Functionality criteria for Professional team

NO.	TEAM LEADER QUALIFICATIONS	MAX. POINTS	SCORE PER QUALIFICATION			
			Masters. Degree above	or Honors Degree	B. Degree	Diploma
1.1	Business Administration	13	13	7	4	2
1.2	Public Administration	12	12	6	3	1
1.8	*None of the above	0	0	0	0	0
TOTAL		25				

9.2.3 DESCRIPTION OF PROFESSIONAL TEAM CRITERIA

9.2.3.1 RELEVANT EXPERIENCE OF TEAM LEADERS: This shall be the experience of team leaders for similar works either in number or value. A Copy of curriculum vitae or a testimonial from the client must be attached

9.2.3.2 RELEVANT QUALIFICATIONS OF TEAM LEADERS:: This shall be the qualifications of the nominated team leaders that would be implementing the projects. A copy of the curriculum vitae with certified qualifications must be attached.

NB: Verification will be conducted on submitted documents. Where information provided is found to be fraudulent or there's misrepresentation of information, the Department will eliminate the bidder from further evaluation.

Bids which have not scored the required minimum points on functionality will be disqualified at this stage and only qualifying bids will proceed to the evaluation on Price and specific goals evaluation status level of contribution. Shortlisted bidders may be required to make presentations to the Department.

9.3 STAGE 2: PRICE AND PRICE AND SPECIFIC GOALS EVALUATION EVALUATION

9.3.1 Regulation 3 of the Preferential Procurement Policy Framework Act 2000: Preferential Procurement Regulations 2022, (the Regulations) stipulates that an organ of state must, prior to making an invitation for tenders, determine and stipulate the appropriate preference point system to be utilized in the evaluation and adjudication of tenders.

9.3.2 Regulation 5 and 6 stipulates that the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);

THE 80/20 PREFERENCE POINT SYSTEMS

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

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

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

9.3.3 POINTS AWARDED FOR SPECIFIC GOALS

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 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 8: Specific goals allocated points

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women owned Organizations	6	
Youth	4	
People with Disability	2	
Locality: Eastern Cape	7	
Military Veterans	1	

9.3.4 CLAIMING OF PREFERENCE POINTS

- 9.3.4.1** Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in a form of valid Central Supplier Database (CSD) supplier profile that outlines the ownership of the organisation.
- 9.3.4.2** Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in form of a medical certificate / letter not older than 6 months from a registered medical practitioner (Practitioner number, contact details to be stated on correspondence) detailing the disability. The Medical certificate will only be used for evaluation purposes.



- 9.3.4.3** Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such youth has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in a form of valid Central Supplier Database (CSD) supplier profile that outlines the ownership of the organisation.
- 9.3.4.4** Preference points for Locality may be allocated for promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only appoints agents and or commission warehouses in this municipal area are expressly excluded from claiming points for this goal. Bidders must submit proof of the Company's Registered Offices. Proof of rate statement, lease agreement or confirmation of locality from local authority.
- 9.3.4.5** Preference points allocated for Military Veterans may only be claimed if there is sufficient evidence that such person has ownership of 51% or more of the enterprise shareholding. Bidders must submit proof in terms confirmation letters from the Department of Military Veterans.

NB: Bidders must provide sufficient proof and the supporting documentation in respect of the above evaluation criteria and specific goals evaluation. Bidders who do not submit the required information shall not be scored for the respective/relevant evaluation criteria. In the case of a joint venture and/or consortium the agreements must clearly set out the shareholding and roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. Failure to submit shareholding will result in non-allocation of points.

10. OBJECTIVE CRITERIA/RISK ASSESMENT

- 10.1 The Department reserves the right not to appoint the highest scoring bidder,
- 10.2 Where the highest point scorer declines the appointment, the second highest point scorer will be considered, and if the second highest scorer declines the appointment the third highest point scorer will be considered and if the third highest points scorer declines the bid will be cancelled and re-advertised,
- 10.3 The Department will **not** negotiate a price higher than that quoted by the bidder,
- 10.4 An amount of **R3,5 million per annum** will be utilized as the market related price for the project

11 LEGALITIES OF CONTRACT AND TENDER RULES

11.1 GENERAL CONDITIONS

The Service Level Agreement with the Professional Service provider shall apply.

11.2 SPECIAL CONDITIONS OF THE CONTRACT

Special Conditions that apply to this contract are as follows:

- 11.2.1** The Professional Service Provider must have access to internet as basis of communication (email).
- 11.2.2** The Professional Service Provider will draft and submit a detailed Bill of Quantities (BOQ).
- 11.2.3** The Professional Service Provider will furnish the Department with an invoice upon completion of each task (along with other required supporting documentation).
- 11.2.4** The successful Professional Service Provider will have to sign a Service Level Agreement with the Department immediately upon approval of the award.



- 11.2.5** The successful Professional Service Provider will be liable for any recollection of missing data, as a result of poor completion of the questionnaire by the appointed entity.
- 11.2.6** The Department reserves the right to cancel the appointment.
- 11.2.7** The Department is not obliged to appoint the bidder with the highest number of points scored and.
- 11.2.8** The copyright of the reports to be delivered by the services provider to the Department will vest upon the Department on acceptance of the final reports.

12 DOCUMENTS TO BE SUBMITTED

The following documents **MUST** be submitted with the proposal and failure to submit will lead to elimination. In case of a Joint Venture/Consortium all parties are expected to submit individual documentation:

- 12.1** Joint Venture/Consortium Agreement (where applicable).

13 DURATION OF THE PROJECT

The duration of the project is expected to be a maximum period of Thirty-Six months (36) months, subject to renew for further Twenty-Four months (24), depending on the complexity of the project and the performance during the contract period.

14 RETURNABLE SCHEDULES

The Competent Professional Service Provider must ensure that the following documents are completed and returned with the bid proposal:

- 14.1** SBD 1: INVITATION TO TENDER;
- 14.2** SBD 2: TAX CLEARANCE CERTIFICATE;
- 14.3** SBD 4: DECLARATION OF INTEREST;
- 14.4** SBD 6.1: PREFERENCE POINTS CLAIM FORM;
- 14.5** FINAL SUMMARY & FORM OFFER;
- 14.6** COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) CERTIFICATE.



15 COLLECTION OF BID DOCUMENTS

Bid documents will be available from **09 May 2025** on the on Departmental website (www.ecdhs.gov.za).

16 SUBMISSION OF PROPOSAL

Bid proposals must be deposited in a Bid Box (that is accessible 24 hours) situated at the Ground Floor, Department of Human Settlements, Steve Tshwete Houses, 31–38 Phillip Frame Road, Waverley Park, Chiselhurst, East London.

Bid proposals must be submitted in a sealed envelope clearly marked with the bidders' details as follows:

Faxed or emailed bid proposals will not be accepted. The Technical Proposal envelope may be opened in public on the closing day.

17 BID VALIDITY

This bid will be valid for one hundred and twenty (120) days after the closing date.

18 CLOSING DATE

All bid proposals in response to this bid should reach the Department not later than the **30 MAY 2025 at 11H00**. Bids received after 11H00 will not be accepted and considered.



19 CONTACT DETAILS ON TERMS OF REFERENCE

All **technical enquiries** regarding this bid may be directed to:

Mr S Galahitiyawa: Chief Director – Office of the Head of Department – Department of Human Settlements, Head office East London

Email: sureshG@ecdhs.gov.za

All **Supply Chain Management** related enquiries regarding this bid may be directed to:

Mr. Xolile Mpupa: Deputy Director – Demand Management; Department of Human Settlements, **EAST LONDON**

E-mail: XolileM@ecdhs.gov.za



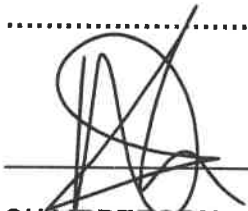
SCMU11-25/26-001: HEAD OF DEPARTMENTS SUPPORT OFFICE - THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP) TO COLLABORATE, COORDINATE AND ASSIST WITH THE ACTIVITIES OF THE MINISTRY THE DEPARTMENT OF HUMAN SETTLEMENTS AND THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.

RECOMMENDED / ~~NOT RECOMMENDED~~

.....Supported.....

.....

.....



CHAIRPERSON
BID SPECIFICATION COMMITTEE

06.05.2025

DATE

APPROVED / ~~NOT APPROVED~~

.....

.....

.....



MR EDQ VENN
HEAD OF DEPARTMENT

07/05/25
DATE

20 FINAL SUMMARY AND FORM OF OFFER

Table 9: Final Summary and Form of Offer

FINAL SUMMARY & FORM OF OFFER			
SCMU11-25/26-001: HEAD OF DEPARTMENTS SUPPORT OFFICE - THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP) COLLABORATE, COORDINATE AND ASSIST WITH THE ACTIVITIES OF THE MINISTRY THE DEPARTMENT OF HUMAN SETTLEMENTS AND THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE.			
NO.	ITEM	RATE	TOTAL
A.	PLANNING		
B	IMPLEMENTATION		
TOTAL ABOVE IN WORDS			

SIGNED BY/ON BEHALF OF THE BIDDER

--

NAME

--

SIGNATURE

--

DATE

COMPANY STAMP

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EASTERN CAPE DEPARTMENT OF HUMAN SETTLEMENTS					
BID NUMBER:	SCMU11-25/26-001	CLOSING DATE:	30 May 2025	CLOSING TIME:	11: 00
DESCRIPTION	SCMU11-25/26-001: HEAD OFFICE DEPARTMENTS SUPPORT OFFICE – THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER (PSP) TO ALLOCATE, COORDINATE AND ASSIST WITH THE ACTIVITIES OF THE MINISTRY THE DEPARTMENTAL OF HUMAN SETTLEMENTS AND THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF HMAN SETTLEMENTS					
31-33 PHILLIP FRAME ROAD, STEVE TSHWETE BUILDING, GROUND FLOOR					
WAVERLY PARK					
EAST LONDON					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MR. X MPUPA		CONTACT PERSON	MR S GALAHITIYAWA	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	XolileM@ecdhs.gov.za		E-MAIL ADDRESS	SureshG@ecdhs.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS 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:

.....

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.



TAX CLEARANCE

TCC 001

Application for a Tax Clearance Certificate**Purpose**Select the applicable optionTenders ☐ Good standing ☐

If "Good standing", please state the purpose of this application

Particulars of applicantName/Legal name
(Initials & Surname
or registered name)Trading name
(if applicable)

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax
no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax
no

E-mail address

Physical address

Particulars of tender (If applicable)Tender number Estimated Tender amount R Expected duration of the tender year(s)**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
--------------	----------------	-----------	----------------	------------------	--------

Audit

Are you currently aware of any Audit investigation against you/the company?..... YES . NO
 If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/
Public Officer**Notes:**

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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.

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 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Woman owned Organization	8	
Youth	4	
People with Disability	2	
Locality:EC	5	
Military Veterans	1	
TOTAL	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

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

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

