



TERMS OF REFERENCE

Tender Ref #:	COGTA (T) 01/2025	Tender Description:	Provision of physical security services and equipment for the Departments of Cooperative Governance and Traditional Affairs (COGTA) for a period of three years (36 Months).
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PART A – BID DETAILS

1. The Departments of Cooperative Governance and Traditional Affairs (hereunder referred to as the Department (COGTA) invites qualifying service providers to provide security services and equipment for the Departments of Cooperative Governance and Traditional Affairs for a period of three years (36 months).
2. The Departments of Cooperative Governance and Traditional Affairs (COGTA) is mandated to develop and monitor the implementation of national policy and legislation aimed at transforming and strengthening key institutions and mechanisms of governance in national, provincial and local government to fulfil their developmental role; develop, promote and monitor mechanisms, systems and structures to enable integrated service delivery and implementation within government; and promote sustainable development by providing support to and exercising oversight of provincial and local government.

PART B –ADMINISTRATIVE REQUIREMENTS

1. BID DOCUMENTS

Only bids that comply with all administrative requirements will be evaluated further onto the Mandatory Requirement stage.

SCM ADMINISTRATIVE COMPLIANCE		
#	Criteria	Yes / No
1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before the bid closing date.	
1.2	SBD 1 completed and submitted.	
1.3	SBD 3.2 completed and submitted.	
1.4	SBD 4 completed and submitted.	
1.5	SBD 6.1 completed and submitted.	

2. VERIFICATION OF INFORMATION PROVIDED

No bids will be considered from:

1. Individuals in the service of the State.
2. Organisations with directors (whether remunerated or not) in the service of the State.

This clause does not apply to bidders that are government departments/entities.

NB: The Department may request the bidder to provide information to engage banks, credit rating agencies and the relevant institutions to obtain information on credit records, criminal records, and pending court cases.

3. MANDATORY REQUIREMENTS

Failure to submit the documents listed below will render your bid null and void and will not be considered or will be disqualified.

Mandatory Requirement		
#	Criteria	Yes / No
3.1	Detailed proposal including project execution plan submitted	
3.2	Summary of bidders' experience (Annexure A) attached	
3.3	Proposed project team (annexure B) attached	
3.4	VAT inclusive pricing information (Cost Breakdown, Annexure C) attached.	
3.5	Valid proof of public liability insurance is attached	
3.6	Valid proof of Compensation COIDA compliance is attached	
3.7	Valid proof of Provident Fund enrolment and compliance is attached	
3.8	Valid proof that the Owners/Director/s are South African citizens (ID certified) is attached	
3.9	Accreditation certificates: Valid proof of new PSIRA Grade A certificate for at least one of the Directors is attached.	
3.10	Accreditation certificates: Valid proof of PSIRA certificate for the company is attached.	
3.11	Executive Manager / team leader Minimum: A 3-year tertiary qualification (NQF 6) in security and new PSIRA Grade A certificate	
3.12	Finance Manager / CFO Minimum: 3-year tertiary qualification (NQF 6) in Finance	
3.13	Key Account Manager/Operations Manager or equivalent Minimum: A 3-year tertiary qualification (NQF 6) in security and PSIRA Grade A certificate	
3.14	Service provider must have 24-hour operational office (control room) in Gauteng province (attach lease agreement or 3 Month Municipal Account)	

N/B: Only bids that comply with the administrative and mandatory requirements will be evaluated further.

PART C – DETAILED REQUIREMENTS

1. Purpose of assignment

The Departments of Cooperative Governance and Traditional Affairs (COGTA) (herein referred to as the Departments or (COGTA) invites qualifying bids to submit bids for the provision of physical security and related services and equipment for a period of three years (36 months).

2. Introduction and background

The Departments of Cooperative Governance and Traditional Affairs (COGTA) require the appointment of the supplier to render security services and supply equipment 24 hours a day, 7 days a week and 365 days a year including public holidays, in the following buildings:

- Wheat Board Building, 87 Hamilton Street, Corner Hamilton & Johannes Ramokhoase Street, Arcadia.
- NOSA building, 508 Johannes Ramokhoase Street, Corner Steve Biko & Johannes Ramokhoase Street), Arcadia.
- Arcadia Hotel Parking Level 4, 515 Johannes Ramokhoase Street, Arcadia (Day Shift Only).
- Letaba House, 2nd floor, 1303 Heuwel Road, Riverside Office Park, Centurion
- Pencardia 1 & 2 Buildings, 501 and 508 Pretorius Street, Arcadia on the following floors:
- National House of Traditional and Khoisan Leaders houses (Waterkloof)

Pencardia 1:

2nd Floor

3rd Floor DTA & DG

4th Floor – East & West Wing

5th Floor – East & West Wing

Pencardia 2:

Ground floor– South Wing

1st Floor – South Wing

2nd Floor – South & North Wing

5th Floor – South & North Wing

NOTE WELL-COGTA is acquiring an alternative building to move the Department into. The new location will be communicated once the process is finalized. The required quantities might increase or decrease and that will be negotiated with the appointed bidder.

3. Problem Statement

Employers are required in terms of Minimum Physical Security Standards (MPSS) to provide a safe and secure physical work environment buildings for all organizational resources including people, assets and physical protection of information. Building security is implemented to protect the property, assets, and occupants from malicious security threats. The service provider must render security services and supply equipment for 24 hours a day, 7 days a week and 365 days a year including public holidays.

Deliverables

The service provider must provide access control 24/7 to COGTA buildings, safe guard assets, people, staff and contractors.

The service provider must supply security equipment to COGTA buildings (walk through metal detectors, X-ray scanning machine, hand metal detectors, non-contact Radio Frequency Identification (RFID) scanners.

Significant security threats can strike at any time and the various types of building security systems need to be ready to deter, prevent, detect, and respond to them. To ensure compliance with the MPSS, DCOG needs to appoint a service provider to provide security services and equipment in all its buildings for a period of 36 months.

4. Scope of the assignment and deliverables

4.1 Company Profile

- Bidders must provide verifiable references of having delivered a similar contract satisfactorily. The summary sheet attached in Annexure A must be completed in full.
- Bidders are required to attach reference letters for all contracts listed in the above-mentioned summary sheet. **The reference letters must not be older ten (10) years.**
- The project proposal can contain additional information related to previous contracts.
- COGTA reserves the right to verify experience and to contact references provided, as well as any other third party that could verify the experience and performance of service providers.
- The past performance of bidders in executing similar contracts will be evaluated using the references supplied by bidders as well as any other information available to the panel.
- Below satisfactory performance on a particular contract may only be considered if such performance was communicated to the bidder by the contracting party and the bidder was given a reasonable opportunity to correct any deficiencies highlighted by the contracting party.
- COGTA reserves the right to reject a bid if the service provider failed to perform satisfactorily on similar contracts.

4.2 Infrastructure and vehicles

Bidders must provide verifiable evidence of the following:

- An operating office including control room must be within Gauteng Province – it must be an immovable structure, attach proof of company physical address or the lease agreement for the office.
- A 24-hour call center, company email address and a fixed telephone line.
- Licenses for base radios and two-way radios that are in good working condition (Base stations to be installed at COGTA premises).

- Electronic patrol tracking and verification system for Security Officers; and
- Licensed and roadworthy company vehicles (submit copy of bidder vehicle registration certificates).

COGTA reserves the right to conduct unannounced site visit(s) for the purposes of bid evaluation.

4.3 Specialized services

Bidders must provide evidence of their ability to conduct security risk and threat assessments.

4.4 Uniform and equipment

- The bidder must provide verifiable evidence of its ability to provide the following to Security Officers:
- Full corporate uniform for security officers (trousers, shirts, tie, chiffon, skirt, pullover, jersey, blazers and black shoes, socks, stockings/legwear).
- Torches;
- Licensed 2-way radios;
- Incident registers (1 per building);
- Handheld metal detector;
- Pocketbooks;
- Pens;
- Handcuffs;
- Batons; and
- Name tags.

4.5 Security officers / Supervisors

The bidder must provide evidence of its ability to deploy PSIRA registered security officers and supervisors with no criminal records who are South African citizens. PSIRA and Police clearance certificates of security and supervisors must be submitted to COGTA within three (3) months after commencement of the contract or signing the Service Level Agreement (SLA):

Summary of number of security officers required. See Part E for details.

Roles	Weekday Shift (06:00 to 18:00)	Weeknight Shift (18:00 to 06:00)	Weekend Day Shift (06:00 to 18:00)	Weekend Night shift (18:00 to 06:00)
Security officers	34	26	24	26
Supervisor/s	2	2	2	2

Quantities are indicative and may change prior to finalization of a service level agreement between COGTA and the appointed bidder.

4.6 Security equipment requirements

Quantities and specifications of security equipment required.

Equipment	Quantity
Walk-through metal detectors	13
X-Ray baggage scanner	1
Security patrol system per site	7
Handheld metal detectors	11
Radio Frequency Identification (RFID) system	1
Radio Frequency Identification (RFID) scanners	16
Press to talk (PTT)	7
Two-way hand radios	25

Quantities are indicative and may change prior to finalization of a service level agreement between COGTA and the appointed bidder.

5. Team composition, skills, knowledge and experience requirements

- The attached summary sheet (Annexure B) must be completed for the entire management team. The following must be submitted for each of the management team members:
- Detailed CV indicating qualifications, experience and confirmation of project availability must be attached.
- Management team members must demonstrate adequate experience through the number, types and geographical spread of projects/assignments undertaken.

Roles	Qualifications	Experience
Executive/Team leader or equivalent	Minimum: A 3-year tertiary qualification (NQF 6) in security and PSIRA Grade A certificate	Minimum: At least 5 years in managing the provision of security services at a senior/ executive level.

Finance Manager/ CFO	Minimum: A 3-year tertiary qualification NQF 6 in finance.	Minimum: At least 5 years work experience as a Finance Manager/ CFO or similar position in an organisation(s)
Key Account Manager/ Operations Manager or equivalent	Minimum: A 3-year tertiary qualification (NQF 6) in security and PSIRA Grade A certificate	Minimum: At least 5 years in the provision of security or related services.

- **Security Operations Team qualifications and experience**

Roles	Qualifications	Experience
Supervisor/s	Minimum: Senior Certificate/ Grade 12 and PSIRA grade B certificate.	Minimum: 3 years' experience in security supervision and valid proof PSIRA registration. Has experience in leading emergency response drills. Must be without any criminal record.
Security Officers	Minimum: Senior Certificate/ Grade 12 and PSIRA grade C certificate	Minimum 1 years' experience in guarding services. Proof of security related training and Valid proof of PSIRA registration. Must be without any criminal record.

6. Costing Methodology

- Costing per service/equipment must be indicated according to the attached Excel spreadsheet (Annexure C)
- All prices must be inclusive of VAT (if VAT registered) and must include all costs to render/deliver all goods / services indicated in this ToR. No variation in contract price will be allowed.

7. Form of proposal

A detailed proposal in response to this ToR must be submitted. The proposal should contain all the information required to evaluate the bid against the requirements stipulated in these terms of reference. The following must be attached to the proposal as annexures:

- Annexure A: Summary of bidder experience (Must use attached template)
- Annexure B: Summary of management team (Must use attached template)
- Annexure C: Pricing information. Price proposals must include VAT and should be fully inclusive to deliver all goods/ services indicated in the terms of reference (Must use attached Excel template).
- All other forms/ certificates required (see bid documents).

Package 1: The following should be submitted –:

- SBDs 1, 4, and 6.1.
- National Treasury Central Suppliers Database (CSD) report, not older than 30 days (www.csd.gov.za).
- Proposal Format – Bidders must include a detailed work-plan/methodology, and the implementation plan as per proposal in their bid.
- Bidders must include a detailed work-plan/methodology, . The following information must be included in the work plan:
- Breakdown of Team members including qualifications, experience and certification.
- Project Plan that responds to the evaluation criteria and indicates the following:
- Clearly defined milestones that are 100% aligned to each of the key objectives and the expected outputs/ deliverables as outlined in the scope of work.
- Well-defined timelines for each of the activities and deliverables.
- Allocation of Human Resources and deliverables.
- Proposed Governance Arrangements to support project implementation which may include but not limited to:
- The establishment of a project steering committee.
- The establishment of a project management team inclusive of the service provider and the DCoG team.
- Provision of secretariat support for the governance structures that will be established.
- Risk Management Plan.

- (f) Previous and current similar contracts awarded to the bidder and client references.

Failure to include the above information together with the bid document on the closing date and time will invalidate the bid.

NB: No pricing information must be included in package 1

Package 2: Pricing information.

- Separate envelope. Price proposals must include 15% VAT and must be fully inclusive to deliver all goods, services and outputs indicated in the terms of reference.
- *SBD 3.2 (Pricing Schedule)*

PART D – FUNCTIONAL EVALUATION – TO BE EVALUATED BY THE BEC

Each Bid Evaluation Committee (BEC) member will evaluate acceptable bids based on the proposals and bid documents submitted. The scoring system to be utilized will be from **0 – 4** as per the functional evaluation below

The **Score obtained for each criterion** will be calculated by multiplying the score awarded by a BEC member by the weight for that criterion. The **overall score for a BEC member** will be expressed as a percentage (Total weighted score divided by the maximum possible score, then multiplied by 100). The **overall score obtained by a bidder** will be the average of overall scores awarded by BEC Members (rounded to the nearest whole number). Only Bidders that received **the indicated minimum overall scores** will proceed to Part E – Price Evaluation and Award.

Where functional evaluation is conducted in stages, bidders must meet the minimum overall score for a particular stage to proceed to the next stage and only bidders that met the minimum overall scores for all stages will proceed to Part E – Price Evaluation

The Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

1. FUNCTIONAL EVALUATION STAGE 1

EVALUATION OF THE PROPOSAL AND PROJECT EXECUTION PLAN

1.1	<p>Bidder's proven experience in managing similar projects as specified - in <u>Part C.4 (Item 1)</u>.</p> <ol style="list-style-type: none"> 1. Reference letter/s proving that the bidder has a minimum of five (5) years' experience in managing similar contracts. 2. Reference letter/s proving that the bidder has six (6) years' experience in managing similar contracts 3. Reference letter/s proving that the bidder has seven (7) years' experience in managing similar contracts 4. Reference letter/s proving that the bidder has eight (8) years or more experience in managing similar contracts. 	Weight	3
Evaluation			Score
Bidder does not meet any of the above requirements			0
Bidder meets one of the above requirements			1
Bidder meets point two of the above requirements			2
Bidder meets point three of the above requirements			3
Bidder meets point four of the above requirements			4
1.2	<p>Bidder has an operational office and control room located in Gauteng as specified in <u>Part C. 4 (Item 4.2)</u>. Bidder must provide verifiable evidence of the following:</p> <ol style="list-style-type: none"> 1. An operating office including control room must be within Gauteng Province. The office must be an immovable structure. Valid proof of company physical address (Certified copy of Title deed or the lease agreement for the office is attached). 	Weight	4
Evaluation			Score
Bidder meets the radius of greater than 70 km from 87 Hamilton Street, Arcadia, Pretoria			0
Bidder meets the radius of greater than 50km from 87 Hamilton Street, Arcadia, Pretoria			1
Bidder meets the radius of greater than 30 km from 87 Hamilton Street, Arcadia, Pretoria			2
Bidder meets the radius of greater than 10 km from 87 Hamilton Street, Arcadia, Pretoria			3
Bidder meets the radius of less than 10 km from 87 Hamilton Street, Arcadia, Pretoria			4

1.3	<p>Bidder's understanding of TOR and quality of the proposed methodology as specified in Part C. 4 (Items 4.3 - 4.6)</p> <p>1. Bidders must provide evidence of their ability to conduct security risk and threat assessments. (sample)</p> <p>2. Bidder's verifiable evidence of its ability to provide Security Officers with full branded corporate uniform for all seasons and portable security equipment. (samples attached pictures)</p> <p>3. Bidder's ability to provide Security Officers and supervisors who are South African citizens with valid PSIRA registration and meet the specified education and experience minimum requirements. (samples attached eight security officers grade C and 2 supervisors Grade B)</p> <p>4. Bidder's ability to provide specified security equipment for the project. (sample pictures)</p>	Weight	7
Evaluation			Score
Bidder does not meet any of the above requirements			0
Bidder meets one (1) of the above requirements			1
Bidder meets two (2) of the above requirements			2
Bidder meets three (3) of the above requirements			3
Bidder meets four (4) of the above requirements			4
1.4	<p>Executive Manager/ Team Leader provided evidence of <u>Part C. 5 requirements</u> (CV, certified copies of qualifications)</p> <p>1. Has at least 5 years' experience in managing the provision of security services at a senior/ executive level.</p> <p>2. Has at least 6 years' experience in managing the provision of security services at a senior/ executive level.</p> <p>3. Has at least 7 years' experience in managing the provision of security services at a senior/ executive level.</p> <p>4. Has at least 8 years or more experience in managing the provision of security services at a senior/ executive level.</p>	Weight	4
Evaluation			Score
The Executive Manager/ team leader does not meet the above requirements			0
The Executive Manager/ team leader has at least 5 years' experience in managing the provision of security services at a senior / executive level.			1
The Executive Manager/ team leader has at least 6 years' experience in managing the provision of security services at a senior / executive level.			2
The Executive Manager/ team leader has at least 7 years' experience in managing the provision of security services at a senior / executive level.			3
The Executive Manager/ team leader has at least 8 years or more experience in managing the provision of security services at a senior/ executive level.			4

<u>1.5</u>	Finance Manager/ CFO provided evidence of <u>Part C. 5 requirements</u> (CV and certified copies of qualifications) 1 At least 5 years' work experience as a Finance Manager/ CFO or Senior Accountant position. 2. At least 6 years' work experience as a Finance Manager/ CFO or Senior Accountant position. 3. At least 7 years' work experience as a Finance Manager/ CFO or Senior Accountant position. 4. At least 8 years work experience or more as a Finance Manager/ CFO or Senior Accountant position.	<u>Weight</u>	<u>4</u>
Evaluation			Score
The Finance Manager/ CFO meets none of the requirements above			0
The Finance Manager/ CFO has at least 5 years' work experience as a Finance Manager / CFO or Senior Accountant position.			1
The Finance Manager/ CFO has at least 6 years' work experience as a Finance Manager / CFO or Senior Accountant position			2
The Finance Manager/ CFO has at least 7 years' work experience as a Finance Manager / CFO or Senior Accountant position.			3
The Finance Manager/ CFO meets at least 8 years' work experience or more as a Finance Manager / CFO or Senior Accountant position			4
<u>1.6</u>	Key Account Manager (KAM)/Operations Manager (OM) provided evidence of <u>Part C. 5 requirements</u> (CVs, a certified copies of qualifications) 1. Work experience in managing security services.	<u>Weight</u>	<u>3</u>
Evaluation			Score
The KAM/ OM meets none of the requirements above.			0
The KAM/ OM meets at least 5 years work experience as a Key Account Manager or Operations Manager managing security services			1
The KAM/ OM meets at least 6 years work experience as a Key Account Manager or Operations Manager			2
The KAM/ OM meets at least 7 years' work experience as a Key Account Manager or Operations Manager -.			3
The KAM/ OM meets at least 8 years or more work experience as a Key Account Manager or Operations Manager			4

The minimum qualifying score for bidders to proceed to the next stage is 70%.

2.Site visit and Due diligence

The BEC will conduct an announced site visit (the bidders will be given a 3-hour notice of the site visit) to the shortlisted bidders to confirm bidders' compliance with the functional criteria stipulated in the proposal and the Terms of Reference. **During the mandatory site visit/ due diligence, the BEC can verify any of the criteria stipulated in this ToR, with particular focus on the following:**

	Criteria	Yes	No	Comments
1.	Physical address of bidder offices and/ or control room in Gauteng verified.			
2.	The control room operates 24 hours a day, 7 days a week and 365 days a year.			
3.	Proof of ownership/ lease of company vehicle(s) verified. Vehicles should be roadworthy and in good condition.			
4.	Samples of uniforms and equipment verified and compliant with the TOR specifications.			
5.	Press-to-Talk or base radios tested and are in good working order.			
6.	The security patrol system for Security Officers successfully demonstrated and tested.			
7.	Demonstration of the bidder's ability to provide tactical response services as and when needed.			
Name of BEC member: _____				
Signature: _____				Date: _____

If a shortlisted bidder does not meet all the requirements during site inspection and due diligence, the bidder will be disqualified.

PART E – PRICE EVALUATION AND AWARD– TO BE EVALUATED BY THE BEC

Only bids that meet all administrative requirements and the minimum functional requirements will be evaluated in terms of the provisions of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

1. SPECIFIC GOALS

Specific Goals	Points	
	80/20	90/10
Black ownership	7	4
Women ownership	6	3
Youth ownership	4	2
Disability ownership	3	1

SPECIFIC/PREFERENTIAL GOALS FOR 80/20	80/20	SPECIFIC/PREFERENTIAL GOALS FOR 90/10	90/10
<u>Black Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	7 a) 0 b) 1 c) 3 d) 5 e) 7	<u>Black Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	4 a) 0 b) 1 c) 2 d) 3 e) 4
<u>Women Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	6 a) 0 b) 1 c) 2 d) 4 e) 6	<u>Women Ownership (51% or more)</u> a) (0%) b) (1% - 20%) c) (21% - 50%) d) (51% - 100%)	3 a) 0 b) 1 c) 2 d) 3
<u>Youth Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	4 a) 0 b) 1 c) 2 d) 3 e) 4	<u>Youth Ownership (51% or more)</u> a) (0%) b) (1%-50) c) (51% -100%)	2 a) 0 b) 1 c) 2
<u>Disability (51% or more)</u> a) (0%) b) (1% - 25%) c) (26% 50%) d) (51% 100%)	3 a) 0 b) 1 c) 2 d) 3	<u>Disability (51% or more)</u> a) (0%) b) (1% -50%) c) (51% -100%)	1 a) 0 b) 0.5 c) 1

2. PROOF TO CLAIM SPECIFIC GOALS

SPECIFIC GOALS	PROOF OF CLAIM REQUIRED
Black Ownership	Certificate issued by CIPC/ CSD
Women Ownership	Certificate issued by CIPC/ CSD
Youth Ownership	Certificate issued by CIPC/ CSD
Disability	Medical Certificate from the Medical Doctor or Sworn Affidavit

PART F – SPECIAL CONDITIONS AND CONTRACT MANAGEMENT

1. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 1.1. The Department may, at its sole discretion, cancel this bid.
- 1.2. The period of thirty days (30 days) referred to in the General Conditions of Contract paragraph 27.2 applies. If the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure, the Department reserves the right to cancel the bid and any subsequent SLA with immediate effect. Repercussions for the conduct of the Service Provider referred to above may include blacklisting of the Service Provider thus preventing them from doing business with government for 10 years.
- 1.3. The Department may, at its discretion, require that each employee of appointed service providers, each contractor or other participants, sign a code of conduct to promote ethical behaviour. The Department may, at its sole discretion, prohibit any person found to be in breach of such code of conduct from further participation or involvement in the project.
- 1.4. Additional conditions for an applicant who would like to apply as a Consortium / Joint Venture. It is recognised that applicants may wish to form consortia or joint ventures to respond to this bid. The following guidelines apply:
 - Bidders are prohibited from being part of more than one consortium / joint venture and to submit an individual bid and a bid as part of a consortium / joint venture.
 - One of the members shall be nominated by the others as authorised to be the lead applicant and this authorisation shall be included in the agreement entered between the consortium members.
 - The lead applicant in the Consortium or Joint Venture must satisfy all the administrative requirements contained in the ToR and submit all the relevant documents necessary to meet the minimum requirements of the applications.
 - Other members of a consortium or a joint venture must comply with the requirements in line with Service Provider Funding Policy prescripts for the respective Service Provider categories.
 - The consortium/joint venture submission must be signed off by each institution/organisation to be legally binding on all consortium members.
 - The lead applicant shall be the only authorised party to make legal statements, communicate with the department, and receive instructions for and on behalf of all the members of the consortium.

- The lead applicant shall be held responsible for the delivery of services and meeting conditions outlined in this bid.
- A copy of the agreement entered and signed by all members of the consortium or joint venture shall be submitted with the consortium proposal indicating the respective responsibilities of each party.
- Indicate how the joint venture/ consortium will be managed in case of a dispute arising during the programme's implementation period (Provide a contingency plan of managing any possible conflicts).

2. CONTRACT MANAGEMENT

- 2.1. The successful bidder will be expected to enter into a service level agreement (SLA) with the Department of Cooperative Governance. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between COGTA and the successful bidder.
- 2.2. The SLA will include project assignments that will address each of the project deliverables. The SLA may further establish a Project Steering Committee to manage, monitor and oversee the project such as:
 - Ensure that services are rendered timeously.
 - render a quality assurance function; and
 - ensure that the project remains within the allocated budget.
- 2.3. The SLA will include a detailed payment schedule. Payments will therefore only be approved and processed based on the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.
- 2.4. If the parties (the Department and the appointed service provider) are unable to reach agreement on the special conditions of contract (SLA) after 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another service provider.
- 2.5. Bidders should note that:
 - All information related to this bid, or information provided to the service provider after the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of COGTA.
 - All rights, title and ownership of any Intellectual Property developed by or for the Service Provider or COGTA independently and outside of execution/production of the Deliverables related to this bid and provided during this project ("Background IP") shall remain the sole property of the party providing the Background IP.
 - To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and COGTA shall acquire no right or interest therein. Service Provider shall grant COGTA a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.

- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by COGTA unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of COGTA in and to the Bespoke Deliverables. COGTA shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables to perform its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of COGTA.
- The Copyright of any Bespoke Deliverables shall vest in COGTA.

2.6. No amendments to the SLA or any variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

ANNEXURE A: BIDDER EXPERIENCE SUMMARY

Contracting party (Company/entity name)	Project title and description	Start date	End date	Budget

***Bidders must ensure that their proposals contain details of how the projects listed above are relevant to the objectives.**

****Bidders must attach reference letters and/or contactable references for projects listed above.**

****Bidders must not deviate from this table as prescribed above.**

ANNEXURE B: PROJECT TEAM SUMMARY

Role	Surname, Name	RSA ID Number	Highest Qualification	Current Employer	Total Year of Experience	Total Year of Experience in similar projects
Executive Manager/ Team Leader						
Finance Manager/ CFO						
Key Account Manager/ Operations Manager or equivalent - Supervisors						

***Attach detailed CV as well as confirmation of availability for each person listed above.**

****Attach copies of qualifications for each person listed above,**

*****Information obtained from the CSD report will be used to verify the criminal records and credit status of directors/owners of the supplier, where applicable.**

******Bidder must not deviate from this table as prescribed above.**

ANNEXURE C: COST BREAKDOWN INFORMATION

***Bidders must utilise attached spreadsheet Annexure C**

****Bidders must cost each item on the Annexure C, Failure to cost any of the required services in the pricing schedule will result in disqualification of the bidder.**