

REQUEST FOR QUOTATION

RFQ 006-2022-23
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ATTENTION: PROSPECTIVE BIDDERS

ADVERTISEMENT: RFQ 006-2022-23, FOR THE PROVISION OF LONG-TERM TECHNICAL ADVISORY SERVICES TO GTAC FOR ONE (1) CHANGE MANAGEMENT & COMMUNICATION EXPERT.

The Government Technical Advisory Centre (GTAC) hereby invites credible suppliers to submit a quotation in response to the Terms of Reference attached hereto.

1. EVALUATION METHODOLOGY

1.1. The table below reflects the evaluation methodology for this Request for Quotation:

| Evaluation Stage | Description |
|---------------------------|---|
| Administrative Compliance | Evaluation of documents cited in section 2 below. Documents must be submitted and duly completed and signed where required. |
| Technical Evaluation | Refer to the Terms of Reference (TOR). |
| Price and B-BBEE | Refer to section 4 below. Valid B-BBEE certificate/Affidavit and duly completed and signed SBD 6.1 and SBD 3.3 required. |



REQUEST FOR QUOTATION

2. ADMINISTRATIVE COMPLIANCE

2.1. The following documents must be submitted for administrative compliance evaluation. Documents must be duly completed and signed (where applicable).

- a) SBD 1
- b) SBD 4
- c) SBD 6.1
- d) B-BBEE Certificate/sworn Affidavit
- e) SBD 3.3
- f) CSD registration report/MAA number
- g) Technical response (Response to technical evaluation criteria cited in the ToR)

3. TECHNICAL EVALUATION (REFER TO THE TOR)

- 3.1. Bidders are required to submit a technical proposal in response to the technical evaluation criteria cited in the Terms of Reference.
- 3.2. Bidders are required to meet the minimum technical threshold to progress to price and B-BBEE evaluation.

4. PRICE AND B-BBEE EVALUATION BASED ON THE PPPFA (REFER TO THE SBD 6.1 FOR MORE DETAIL)

4.1. 80/20 Preference Points Evaluation

- a. In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids with a Rand value up to R50 million will be adjudicated by the State on the 80/20-preference point for Broad-Based Black economic empowerment in terms of which points are awarded to bidders on the basis of:
 - The bid price (maximum 80 points)
 - Broad-based black Economic Empowerment as well as specific goals (maximum 20 points)



REQUEST FOR QUOTATION

5. CONDITIONS

5.1. The following conditions will apply:

- a. Price quotation must be provided separately on the SBD 3.3 provided.
- b. Price(s) quoted must be valid for ninety (90) days from date of offer.
- c. Total cost must be inclusive of all applicable taxes (if no indication is given, quoted prices will be evaluated as all inclusive).
- d. Price (s) quoted must be within the RFQ threshold of R1 000 000.00 to be compliant and valid.
- e. Late or incomplete submissions will not be accepted. Failure to comply with these conditions will invalidate your offer.

5.2. The following attachments must be submitted with the quotation:

- a. Standard Bidding Document (SBD) forms: (SBD 1, SBD 3.3, SBD 4, SBD 6.1) bidders are to make sure that they fully complete the SBDs. **Bidders will be disqualified if any of the SBD forms are not submitted or are found not to be true and complete in every respect.**
- b. CSD registration report/number; and
- c. Valid B-BBEE Certificate/sworn affidavit if applicable.

6. SUBMISSION DETAILS AND CLARIFICATION

Submissions must be sent to: rfp@gtac.gov.za by 14:00 on 28 October 2022.

GTAC will evaluate submissions in accordance with the evaluation methodology cited above but is neither legally bound nor obligated to accept quoted rates and further reserves the right to negotiate professional rates around any quotation before the award of this RFQ.

Any clarification regarding this invitation or the Terms of Reference must be addressed to the aforementioned email address.

Yours sincerely



Nolubabalo Tokwe

Professional Services Procurement

Date: 19 October 2022



TERMS OF REFERENCE

For the Provision of Technical Advisory Services to the Department of Small Business Development (DSBD) with the Incorporation of Small Enterprise Finance Agency (SEFA) and the Cooperatives Bank Development Agency (CBDA) into the Small Enterprise Development Agency (SEDA)

Required Service Provider: Change Management and Communications Expert

Project Number: 1241

| | |
|------------------------------|---|
| Name of Client | Department of Small Business Development (DSBD) |
| Name of Project | Incorporation of Small Enterprise Finance Agency (SEFA) and the Cooperatives Bank Development Agency (CBDA) into the Small Enterprise Development Agency (SEDA) |
| Contracting Authority | Government Technical Advisory Centre (GTAC), National Treasury |
| Accountable Officer | Ronette Engela: Acting Head, GTAC |
| Budget Manager | Emmanuelle Gille: Chief Director - Institutional Development Support |
| Project Purpose | Development and implementation of a Change Management & Communications Programme |

Approved by:

Reviewed by:



.....
Emmanuelle Gille

Chief Director: Institutional Development Support

Date: 18/10/2022



.....
Isaac Mthombeni

Professional Services Procurement

Date: 18/10/22

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1 BACKGROUND INFORMATION

1.1 Introduction

Government has proposed the establishment of a single Small Business Development Agency (SBDA), through the amalgamation of three entities – the Small Enterprise Development Agency (SEDA), the Small Enterprise Finance Agency (SEFA) and the Co-operative Banks Development Agency (CBDA) that will improve access to government services and reduce red tape for SMME's.

This proposal comes against the backdrop of several policy interventions and recommendations, especially in the **National Development Plan (NDP)** which proposed the establishment of a “Unified Small Business Service Delivery Agency,” and the **Evaluation of the Integrated Strategy for the Promotion of Entrepreneurship and Small Enterprises (ISPESE)** conducted in 2018, which proposed that a single government SMME support agency be considered.

Furthermore, a **design thinking-led consultative process with SMME sector stakeholders undertaken by the Department of Small Business Development (DSBD) with CBPeP support in 2019-2020** recommended that the country move towards an integrated small business support entity that can provide both financial and non-financial support to SMMEs.

The proposal to establish a new single small business support entity also aims to give effect to a Cabinet decision to rationalise the number of public entities, and more recently a Cabinet resolution (04 August 2021) wherein Cabinet approved the incorporation of SEFA and the CBDA into SEDA.

Additionally, the Minister of Small Business Development has issued a notice in terms of Sections 16b(1) and 16b(3) of National Small Business Amendment Act 29 of 2004 (Government Gazette 12 November 2021) declaring notice of intention to merge the Small Enterprise Finance Agency and Small Enterprise Development Agency into a new single Agency.

Against this background the DSBD has requested GTAC's support to establish a Project Management Office (PMO) with the necessary resources to support the implementation of the merger recommendations.

1.2 Current State of Affairs Regarding the situation

Current Status – Business Case

A draft business case for the proposed new entity (tentatively termed the Small Business Development Agency) has been prepared with support from the Ecosystem Development for Small Enterprise (EDSE), a European Union funded Technical Assistance and Budget Support programme that aims to improve the operating environment for SMME's in South Africa.

The business case has gone through several iterations, the most recent being October 2021 to incorporate the CBDA as well as revised human resource data. However, to date there has been no meaningful consultative and joint design process with the affected entities.

In respect of the business case there are several areas that need to be finalised:

- Obtaining clarity and direction in respect of the merger process (see more below) from the National Treasury and the DPSA, as well as legal opinion – this is material to key components of the business case.
- Agreement on the overall strategy and business model, products and services etc. This requires SEDA, SEFA and CBDA engagement.
- Finalising the HR implications which involves revisions to the HR data and assessing the overall cost implications and actions to align across the three organisations, as well as agreement on the overall organisational structure and staffing required.
- Finalising overall financials for the new entity (based on the above), including a better understanding of the SEFA financials.

Current Status – Legal Issues

The proposed approach to the establishment of the new entity is the consolidation / merger of SEDA, SEFA and the CBDA. The DSBD has indicated that its preferred route to establishment (merger) is the acquisition of SEFA and CBDA by SEDA.

The Office of the Chief State Law Advisor is of the view that the recent Cabinet decision (04 August 2021) to incorporate SEFA and CBDA into SEDA; and the proclamation in the Government Gazette of 12 November 2021 by the Minister of Small Business Development are sufficient legal basis for the merger. However, the DSBD, following engagement with National Treasury, has noted the need to amend legislation (Cooperative Banks Act and the National Small Enterprise Act) and possibly new legislation.

National Treasury's view is that the Cabinet decision and Notice in the Gazette are not sufficient. Specifically, the merger is subject to the Public Finance Management Act and its Regulations (PFMA) and requires Treasury approval. Additionally, given the status of SEFA as a State Owned Company (SOC) the requirements of Companies Act will also need to be met.

More critically there is a need to consider how to deal with the implications of the respective different corporate forms of the entities to be merged. While there is consensus that the overall institutional architecture of government's SMME support must be transformed, the route to achieving this is complex. There are three entities with different corporate forms, staffing and balance sheets:

- SEDA: Schedule 3A Public Entity established in terms of the Small Enterprise Act, reporting to the Ministry of Small Business Development (MoSBD) and governed by the PFMA and the Small Enterprise Act.
- SEFA: A State Owned Company (Schedule 2) that is a subsidiary of the IDC, reporting to the MoSBD by agreement with the MoDTIC and governed by the Companies Act.
- CBDA: Schedule 3A Public Entity established in terms of the Cooperative Banks Act, reporting to the MoF and governed by the PFMA and the Cooperative Banks Act.

There are about 1,011 employees (as of March 2021) across SEDA, SEFA and CBDA. The combined annual staff cost (as of March 2021) is R 539 million. The combined assets of the entities as of 31 March 2021 stood at R 5,1 billion (R 4,7 for SEFA, R 422 million for SEDA and R 22 million for the CBDA). The total equity (net asset value) of the combined entities is only R 1,2 billion of which R 927 million is from SEFA.

Given the above context it is critical that clarity and direction in respect of the need for legislation and the approach to dealing with the corporate form (PFMA scheduling) issues is obtained from the National Treasury, DPSA, and OCSLA.

Depending on the outcome of the engagement with National Treasury, DPSA and OCSLA, this will not only impact the business case but may well require enabling legislation to facilitate the merger.

In respect of the CBDA an amendment and/or repeal of the Cooperative Banks Development Act will be required.

Current Status – Implementation Arrangements

The Minister has established a Joint Oversight Forum (JOF) for the purposes of providing political and commercial oversight and management over the undertaking and implementation of the merger and/or consolidation of the business and operations of CBDA, SEDA and SEFA to form one Small Business Development Agency (interim name). The IDC is also part of this process.

The JOF is the steering committee, for the project and comprises of a Technical Committee which is divided into 3 workstreams. The JOF is responsible for overseeing the work of the Technical Committee as well as and improving coordination of the three workstreams namely:

- 1) **Policy and Structural Reform Team**, covering Legal & Governance; Strategy and Marketing and Communication.
- 2) **Organizational Consolidation Team**, covering Human Resources and Change Management.
- 3) **Finance and Information Technology**, covering Finance, Systems and Accommodation.

1.3 Project Beneficiaries

The ultimate beneficiaries of this initiative will be the SMMEs as the amalgamation of the three entities that will improve access to government services and reduce red tape in relation to support received by the SMMEs. The more direct beneficiaries will be the staff of the three existing entities that will merge into the new entity.

1.4 Related Programmes / Initiatives

Related initiatives include the current EDSE support interventions to DSBD, which will be a source of data and information. It also has several initiatives that will support / enhance the merger. Another initiative is the current Small Enterprise Act Amendments process, as there is a need to engage with existing legislative work to limit the submission requirements to parliament.

Within this project, the Change Management and Communications expert will work with the team and provide aligned support to the HR planning and Business case development process as well as to the establishment process.

1.5 The Request for Assistance

GTAC received a letter of Request from the DSBD (dated 21 November 2021) requesting support to “set up a Project Management Office (PMO) to oversee the implementation, change management and overall transition process.”

2 OBJECTIVES OF THE SERVICES TO BE PROVIDED

2.1 General Objective

The general objective is to support the merger process and facilitate its successful resolution through the effective application of change management techniques. Central to this is to provide a communication platform and a basis to develop a shared vision of the unified organisation.

2.2 Specific Objectives

Specific objectives include:

1. To assess and report on the current state of change readiness amongst staff
2. To manage the pre-merger process so as to:
 - a. ensure staff issues and concerns are reflected to, and addressed by, the senior management and those driving the merger process; and
 - b. ensure that the communication platform is created in the pre-merger phase to transfer the staff into a new, unified, organisation.

3. To support the pre-merger and establishment phase so as to create the platform for a new, energetic and committed, corporate culture.

3 ASSUMPTIONS AND RISKS

3.1 Assumptions

- i. Access to information, reports and records necessary for diagnostic purposes
- ii. Access to staff for information, workshops, etc.
- iii. Availability of the responsible officials from the different entities
- iv. That all parties in the process adhere to agreed milestones and targets in the process

3.2 Risks

- i. The merger process has already begun. The Change Management and Communications expert is thus coming into a situation in which processes are underway. There is a risk that insufficient attention is paid to due and proper change management processes and procedures.
- ii. Political agendas and influence being used to direct specific outcomes for the merger process which are contrary to the technical requirements for success.
- iii. Staff tensions and resistances create ongoing barriers, which if not addressed could lead to the new agency being crippled by in-fighting and resentments.
- iv. The new structures, systems and processes are not clearly thought through and so delivery is hampered.

4 SCOPE OF THE WORK

4.1 General

The Change Management and Communications expert will work with the GTAC merger Team. The Change Management and Communications expert will be responsible for developing a work plan and process which will be presented to the team and to the Technical Committee for ratification. Thereafter, it will be the Change management and Communication expert's responsibility to drive the process and report regularly to the Technical Committee via the GTAC project manager.

4.2 Main Tasks to be performed

The Change Management and Communications expert is expected to define and outline their approach in response to this ToR. However, it is expected that tasks would include:

- 1) Pre-Merger
 - a. Scope and assess the current situation

- b. Develop a change management work plan and inception report for approval
- c. Develop a communications plan
- d. Short-term interventions aimed at impacting positively on the process and engaging with the staff involved in the three institutions (getting their voices into the process)

2) Establishment

- a. Facilitate a process of ongoing dialogue and support communication of the merger process from the leadership to the organisations
- b. Assist with developing a unified message and approach to the merger process
- c. Assist with developing a unified organisation through appropriate individual and group support in new working relationships

4.3 Project Management

The overall project is managed by GTAC. Peter Brook is the Senior Advisor responsible for the day-to-day management and running of the project. The Change Management and Communications expert will report to him. The Change Management and Communications expert will comprise a member of this team for the duration of the process.

The GTAC team will work closely with various workstreams and the Technical Committee and will support the chairperson of the Technical Committee in reporting to the Joint Oversight Forum (JOF) in ensuring the successful outcome of the activities.

The GTAC Team will meet regularly, but on an as needed basis.

The Change Management and Communications expert will be responsible for compiling and submitting monthly reports outlining activities undertaken, key outputs achieved, key issues and risks and activities for the forthcoming month. This report will be submitted to the Project manager, Peter Brook.

Project counterparts within DSBD and the three entities will need to be identified. These will be responsible for reporting on the project to the Technical Committee and the Joint Oversight Forum (JOF), unless the GTAC team is specifically requested to do so on his/her behalf.

The assignment be undertaken over the entire project duration as set out in the Project Charter.

The GTAC Project Manager will approve the outputs of the Change Management and Communications expert and will be responsible for quality control.

5 THE EXPECTED OUTPUTS AND OUTCOMES

5.1 Outputs

Three outputs are envisaged:

- 1) Change Management Inception Report and Process plan
- 2) Communications Plan
- 3) Pre-merger scoping and engagement activities to inform the merger and build coherence
- 4) Establishment change and leadership support, and support to build unified organisational culture.
- 5) Service provider closure report

5.2 Outcomes

The expected outcome is the integration of the three entities into an efficient and effective small business agency which is properly structured and organised, capacitated, motivated and aligned to deliver on its mandate(s).

6 REQUIRED EXPERTISE

6.1 Number of Assistants

The Change Management and Communications expert will be the key individual in the process and will be directly responsible for the project. The Change Management and Communications expert is expected to identify what additional capacity and resources they will bring into the project as part of their response to this request for proposal.

6.2 Expertise

The Change Management and Communications expert should have:

- At least 10 years' experience in change management processes and organisational transformation that encompasses experience with the human individual and collective responses to organisational change, as well as the changes in organisational structures, reporting lines, and shifts in function and operations etc. This needs to include experience with leadership development in service of organisational climate and culture change, in the merger context (experience with mergers in the public sector would be considered desirable)
- Proven facilitation and management expertise, especially in the context of working with leadership, and with large systems facilitation; and
- Capacity building, training, mentoring and coaching, in the public service and leadership contexts

International experience and/or experience merging economic development agencies would be a plus. Experience in, and knowledge of, the Gestalt approach and methodologies would be deemed a significant advantage.

7 REPORT/S AND EVALUATION

7.1 Report/s

The Change management and Communications expert will be expected to report monthly in a format supplied by GTAC and well as attend the relevant Workstream meetings, Technical Committee and GTAC Team meetings as and when they are scheduled.

7.2 Evaluation

A two-phased approach will be followed:

- 1) Technical evaluation
- 2) Price and BBBE evaluation

The technical proposal will be evaluated as per the criteria in the table below. Service providers must ensure that all required information is included in their bid as per the submission requirements.

7.3 Evaluation Criteria

Table 1: Technical evaluation criteria

| NO | CRITERIA | SCORING | WEIGHT |
|----|---|---|--------|
| 1. | Proposed approach Approach and project plan being proposed to execute the assignment. | <p>5 = Excellent: Proposed approach includes innovative suggestions that goes to a significant extent beyond the minimum requirements as per these Terms of Reference and project plan is realistic and achievable.</p> <p>4 = Above average: Proposed approach goes to a limited extent beyond the minimum requirements as per these Terms of Reference and project plan is realistic and achievable.</p> <p>3 = Average: Proposed approach addresses only the minimum requirements as per these Terms of Reference and project plan is realistic and achievable.</p> <p>2 = Below average: Proposed approach addresses the minimum requirements as per these Terms of Reference but the project plan is not realistic and achievable.</p> <p>1 = Poor: Both the proposed approach does not address the minimum requirements as per these Terms of Reference and the project plan is not realistic and achievable.</p> <p>0 = Non-responsive: Proposed approach and/or project plan not submitted.</p> | 15% |

| | | | |
|-----------|---|---|-----|
| 2. | Qualifications An appropriate/relevant tertiary qualification in e.g., Human Resource/Personnel Management or Psychology. | 5 = Masters (or equivalent) or higher 4 = Honours (or equivalent) 3 = Degree (or equivalent) 2 = Certificate (or equivalent) 1 = Matric (or equivalent) 0 = Non-responsive: Proof of qualifications in the required format not provided | 15% |
| 3. | Experience Relevant experience in the change management field in either a management capacity, as a specialist, or as management consultant (or a combination of these). | 5 = > 13 years 4 = 11 - 13 years 3 = 8 - 10 years 2 = 5 - 7 years 1 = < 5 years 0 = Non-responsive: Proof of experience in the required format not provided | 35% |
| 4. | Skills Number of completed projects that are relevant to this assignment, e.g., assisting organisations to manage the change process flowing from re-organisation or restructuring. | 5 = 5 or more completed projects relevant to this assignment 4 = 4 completed projects relevant to this assignment 3 = 3 completed projects relevant to this assignment 2 = 2 completed projects relevant to this assignment 1 = 1 completed project relevant to this assignment 0 = Non-responsive: No completed projects relevant to this assignment or proof of skills in the required format not provided | 35% |

The bid must attain a minimum score of 70% in order to be shortlisted and evaluated further based on price and B-BBEE (80/20).

8 SUBMISSION REQUIREMENTS

Service providers should ensure that the following information is included in their bids and that they meet the relevant requirements:

- a) Duly completed and signed Standard Bidding Documents (SBD 1, 3.3, 4, and 6.1), bidders are to make sure that they fully complete the SBDs. Bidders will be disqualified if any of the SBD forms are not submitted or are found not to be true and complete in every respect.
- b) Central Supplier Database (CSD) number/report must be submitted as part of this bid. Failure to provide the report/number as required will lead to disqualification.
- c) Bidder's tax matters must be compliant at the time of award.
- d) Service providers must submit all the information required for evaluation purposes including the proposed approach to the assignment and proposed project plan, plus the CV/s of the proposed

Change Management expert/s, in the format at **Annexure A**, which reflects the qualifications, skills and experience of the person/s plus copies of all tertiary qualifications/certificates. If the CV/s is/are not provided in the format at Annexure A and/or copies of tertiary qualifications/certificates are not provided, then the relevant technical criteria may be scored as non-responsive.

- e) A summary table of the individual/s proposed for the role must be attached in the format at **Annexure B**. Service providers are advised to submit a maximum of two (2) CVs. If more are submitted, the first two (2) listed in Annexure B will be evaluated. For service providers that submit two (2) CVs, their average scoring for technical criteria 2 – 4 will be used.
- f) Service provider/Company profile.
- g) International qualifications must be accompanied by SAQA confirmation of accreditation. Non-submission of SAQA confirmation for such qualifications may lead to such qualifications not being recognized and scored in accordance with the relevant technical criterion.
- h) GTAC reserves the right to request receipt of certified copies of qualifications after the closing date of the bid.
- i) Note that reference checking may be conducted to verify the information provided by service providers which may influence the scoring.
- j) Prior to appointment, the recommended service provider may be required to submit additional supporting documentation.
- k) Failure to adhere to the above requirements i.e. misrepresentation and/or non-submission of the required documentation may lead to a disqualification or termination of the contract with the appointed service provider at any stage of the implementation.

9 LOGISTICS AND SCHEDULE OF THE ASSIGNMENT

9.1 Location where the services are required

The project will be based in Pretoria and all meetings will be held at the offices of key parties – GTAC and DSBD.

No travel or other specific requirements for the parties involved are expected.

9.2 Time Frame

The need to push forward with the merger process has necessitated some work starting on this project already. The effective starting date was the 8th of June 2022.

The project has already started, which places the change management processes under undue pressure and is a risk as noted. The Change Management and Communications expert will thus need to propose ways in which the processes underway can be aligned with the change management and communications processes.

Key milestones include:

- Inception Report and Change Management and Communications Plan – within four weeks of appointment (including initial workshops and engagement to inform the plan)
- Support to the overall process – communications and change management activities to end January 2024
- Change management conclusion – end January 2024

9.3 Duration of the contract

The contract is expected to be for a maximum period of 15 months and to be executed during the 2022/23 and 2023/24 financial years.

9.4 Logistic Support

No office accommodation will be provided. The Change Management and Communications expert must provide his/her own equipment. They will, however, be assisted with obtaining required documents and data.

A list of key resource persons will also be identified and provided. Part of this assignment will have to be executed on site. To this end a separate travel and subsistence budget will be provided.

9.5 Outputs and quality assurance

The outputs to be produced are outlined under section 5.1 of this ToR. The quality of the outputs will be assessed and approved by the GTAC project manager and Technical Committee. Invoices must be accompanied by the relevant deliverables. Should the reports not be attached or if they are not approved, payment of the relevant invoices may be withheld until the identified shortcomings have been corrected.

9.6 Bid Validity period

The bid will be valid for a period of 90 (ninety) days.

Annexure A: CV Template

| | | |
|------------------------------|------------------------------|--|
| Personal Information: | Surname | |
| | First names | |
| | Identity Number | |
| | Date of birth | |
| | Sex | |
| | Nationality | |
| Contact Details: | Telephone number (land line) | |
| | Cell Number | |
| | Email Address | |

Work Experience: (Add entries if needed. Start from the most recent)

| | | |
|------------------|---|--|
| Date [from – to] | Position Held | |
| | Employer's Name | |
| | Employer's locality and contact details | |
| | Main Activities and Responsibilities | |
| Date [from – to] | Position Held | |
| | Employer's Name | |
| | Employer's locality and contact details | |
| | Main Activities and Responsibilities | |
| Date [from – to] | Position Held | |
| | Employer's Name | |
| | Employer's locality and contact details | |
| | Main Activities and Responsibilities | |
| Date [from – to] | Position Held | |
| | Employer's Name | |
| | Employer's locality and contact details | |
| | Main Activities and Responsibilities | |

Tertiary qualifications: (Add entries if needed. Start from the most recent)

| | |
|------------------------------|--|
| Qualification Awarded | |
| Name of Institution | |

| | |
|------------------------------|--|
| Date | |
| Qualification Awarded | |
| Name of Institution | |
| Date | |
| Qualification Awarded | |
| Name of Institution | |
| Date | |
| Qualification Awarded | |
| Name of Institution | |
| Date | |

Membership of Professional Bodies:

| | |
|-------------------------------|--|
| Professional body name | |
| Membership no | |
| Professional body name | |
| Membership no | |
| Professional body name | |
| Membership no | |

References: (provide at last three references from the past 5 years)

| | | |
|---|---------------------------------|--|
| 1 | Name | |
| | Organisation | |
| | Position | |
| | Dates | |
| | Contact telephone / Cell number | |
| 2 | Name | |
| | Organisation | |
| | Position | |
| | Dates | |
| | Contact telephone / Cell number | |
| 3 | Name | |
| | Organisation | |
| | Position | |
| | Dates | |
| | Contact telephone / Cell number | |

List projects/assignments relevant to this bid that the proposed Technical Advisor was involved in:

[illegible]

Annexure B: Technical Advisor Summary Table

| INDICATE NAME AND SURNAME OF PROPOSED TECHNICAL ADVISOR: | SUMMARISE QUALIFICATIONS (BOTH THE LEVEL E.G. DEGREE/DIPLOMA; AND FIELD): | INDICATE PROFESSIONAL BODY REGISTRATION: | SUMMARISE RELEVANT EXPERIENCE (BOTH THE TOTAL NUMBER OF YEARS; AND IN WHICH AREAS): | SUMMARISE PROJECTS RELEVANT TO THIS BID |
|--|---|--|---|---|
| | | | | |

PART A INVITATION TO BID

| | | | | | |
|--|---|---|--|--|----------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) | | | | | |
| BID NUMBER: | RFQ-006-2022-23 | CLOSING DATE: | 28 OCTOBER 2022 | CLOSING TIME: | 14:00 PM |
| DESCRIPTION | FOR THE PROVISION OF LONG-TERM TECHNICAL ADVISORY SERVICES TO GTAC ONE (1) CHANGE MANAGEMENT & COMMUNICATION EXPERT | | | | |
| THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM. | | | | | |
| 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 | | | | | |
| | | TCS PIN: | | OR | CSD No: |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX] | | <input type="checkbox"/> Yes | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | |
| | | <input type="checkbox"/> No | | | |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY? | | | | | |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX | | <input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) | | | |
| | | <input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) | | | |
| | | <input type="checkbox"/> A REGISTERED AUDITOR | | | |
| | | NAME: | | | |
| [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 BELOW] | |
| SIGNATURE OF BIDDER | | | | DATE | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) | | | | | |
| TOTAL NUMBER OF ITEMS OFFERED | | | | TOTAL BID PRICE (ALL INCLUSIVE) | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | | |
| DEPARTMENT/ PUBLIC ENTITY | GTAC | | CONTACT PERSON | Lucky Nkomo | |
| CONTACT PERSON | Nolubabalo Tokwe | | TELEPHONE NUMBER | 0123155572 | |
| TELEPHONE NUMBER | 0123155549 | | FACSIMILE NUMBER | - | |
| FACSIMILE NUMBER | - | | E-MAIL ADDRESS | rfp@gtac.gov.za | |
| E-MAIL ADDRESS | rfp@gtac.gov.za | | | | |

PART B TERMS AND CONDITIONS FOR BIDDING

| | | | | | | | | |
|--|--|--|--|--|---|--|--|--|
| 1. BID SUBMISSION: | | | | | | | | |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p> | | | | | | | | |
| 2. TAX COMPLIANCE REQUIREMENTS | | | | | | | | |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> | | | | | | | | |
| 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p> | 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO | 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO | 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO | 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | | |

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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.

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 applicant

| | | |
|---|--------------------------------------|---|
| Name/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 | 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 | | |

| Tender number | <input type="text"/> |
|---|---|
| Estimated Tender amount | R <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> |
| Expected duration of the tender | <input type="text"/> <input type="text"/> <input type="text"/> year(s) |
| Particulars of the 3 largest contracts previously awarded | |
| Date started | Date finalised |
| | |
| | |
| | |

Are you currently aware of any Audit investigation against you/the company?.....

If "YES" provide details

| | |
|-----|----|
| YES | NO |
|-----|----|

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

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

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

C

C

Y

Y

—

M

M

—

D

D

Date

Name of applicant/
Public Officer

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to-
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) 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 ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

| | |
|-----------|----------------|
| | |
| Signature | Date |
| | |
| Position | Name of bidder |

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price

quotations, advertised competitive bidding processes or proposals;

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:
80/20

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

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

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

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

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|------------------------------------|---------------------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |

| | |
|---------------------------|---|
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

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

(*Tick applicable box*)

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

- 7.1.1 If yes, indicate:

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

(*Tick applicable box*)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....

- 8.2 VAT registration number:.....

- 8.3 Company registration
number:.....
- 8.4 TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]
- 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
-
-
-
-
-
- 8.6 COMPANY CLASSIFICATION
- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]
- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from

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

- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

| | |
|---------------------|--|
| Full name & Surname | |
| Identity number | |

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

| | |
|---------------------|--|
| Enterprise Name | |
| Trading Name | |
| Registration Number | |
| Enterprise Address | |

3. I hereby declare under oath that:
 - The enterprise is _____ % black owned;
 - The enterprise is _____ % black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

| | | |
|---------------------------|---|--|
| 100% black owned | Level One (135% B-BBEE procurement recognition) | |
| More than 51% black owned | Level Two (125% B-BBEE procurement recognition) | |
| Less than 51% black owned | Level Four (100% B-BBEE procurement recognition) | |

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER: RFQ 006-2022-23

CLOSING TIME 14:00 PM ON 28 OCTOBER 2022

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO | DESCRIPTION | BID PRICE IN RSA CURRENCY INCLUSIVE OF **ALL APPLICABLE TAXES |
|------------|-------------|---|
|------------|-------------|---|

RFQ 006-2022-23: FOR THE PROVISION OF LONG-TERM TECHNICAL ADVISORY SERVICES TO GTAC FOR ONE (1) CHANGE MANAGEMENT & COMMUNICATION EXPERT.

- Services must be quoted in accordance with the attached Terms of Reference (ToR).
- All prices quoted **must** be inclusive of all applicable taxes, if no indication is given, prices will be evaluated as all-inclusive.

| Name of Resource | LTA Rate per hour | |
|------------------|---|---|
| | Hourly rate (Exclusive of all applicable taxes) | Hourly rate (Inclusive of all applicable taxes) |
| | R | R |
| | R | R |
| | R | R |

A maximum of two (2) CVs may be submitted by service providers, in the event that more are submitted, the first two that appear in the original bid document will be evaluated.

- The financial proposal for this assignment should cover for all assignment activities as per the ToR.
- Period required for commencement with project after acceptance of bid _____
- Are you a VAT vendor? Yes/No
- Are the rates quoted firm for the full period? Yes/No
- If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any enquiries regarding this Request for Proposal (RFP) procedures may be directed to: rfp@gtac.gov.za

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