



REQUEST FOR PROPOSAL

RFP NUMBER : SHRA/RFP/ADMIN/05/202425

CLOSING DATE : 19th August 2024

TIME : 16h00

DESCRIPTION : **Appointment of a service provider to provide insurance brokerage services to the Social Housing Regulatory Authority (SHRA) for the period of three (3) years**

BRIEFING:

Yes

☐

No

☒

DOCUMENTS IN THIS BID DOCUMENT PACK

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

SECTION A

1. Background
2. RFP Submission Conditions and Instructions
3. Terms of Reference
4. Functionality Evaluation
5. Evaluation Process

SECTION B

1. Special Conditions of Bid and Contract
2. General Conditions of Contract (Annexure A)
3. Invitation to Bid (SBD 1)
4. Pricing Schedule (SBD 3.3)
5. Declaration of Interest (SBD 4)
6. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1)
7. Submission Checklist

SECTION A

1. BACKGROUND

The Social Housing Regulatory Authority ("SHRA") was established by the National Department of Human Settlements as prescribed by the Social Housing Act (Act 16 of 2008). The SHRA is classified as a national public entity listed under Schedule 3A of the Public Finance Management Act (Act 1 of 1999) ("PFMA").

The SHRA has been operational since January 2011, with a mandate to regulate, invest in and capacitate the social housing sector. The social housing programme aims to deliver affordable rental housing for low to medium income groups, currently these are households whose income levels are between R1 850 and R22 000. There are social housing projects throughout all nine (9) provinces.

The delivery and management of social housing units and projects is done through accredited Social Housing Institutions (SHIs) and private sector companies known as other delivery agents (ODAs) collectively defined as social housing landlords (SHLs).

1.1 MISSION

To ensure there is quality housing for lower- to middle-income households in integrated settlements by investing in, enabling, regulating, and transforming the affordable social housing rental market.

1.2 VISION

To create an integrated South Africa where citizens live a good quality life in well-located, affordable, and quality rental homes.

1.3 FUNCTIONS

- Promote the development and awareness of social housing by providing an enabling environment for the growth and development of the social housing sector.
- Provide advice and support to the National Department of Human Settlements in its development of policy for the social housing sector and facilitate national social housing programmes.
- Provide best practice information and research on the status of the social housing sector.
- Support provincial governments with the approval of project applications by social housing institutions.
- Provide assistance, when requested, with the process of the designation of restructuring zones.
- Enter into agreements with provincial governments and the National Housing Finance Corporation to ensure the co-ordinated exercise of powers

2. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

2.1 FRAUD AND CORRUPTION

- 2.1.1 All bidders are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2.2 COMPULSORY BRIEFING SESSION

- 2.2.1 There will be no compulsory briefing session for this Request for Bids

2.3 CLARIFICATIONS/QUERIES

- 2.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) to Ms. Katlego Panana at [**Scm03@shra.org.za**](mailto:Scm03@shra.org.za) by **13 August 2024 at 16h00**. The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.

2.4 SUBMITTING BIDS

Email submission to the following email address scm03@shra.org.za

- ☐ RFP number: **SHRA/RFP/ADMIN/05/202425**
- ☐ Closing date and time: **19th August 2024 @ 16h00**

2.5 LATE BIDS

- 2.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder.
- 2.5.2 Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

2.6 DIRECTIONS TO SHRA OFFICE FOR DELIVERY OF BIDS

- 2.6.1 Bidders should allow time to access the premises due to security arrangements that need to be observed.

2.7 FORMAT OF BIDS

2.7.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.

2.7.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing Schedule

Bidders must attach their pricing schedule document.

The appointed Service Provider will:

- Claim travel costs applicable to this contract as per the AA rates.
- Book only economy class flight and preferably Group B are to be used for Service Providers.
- Book accommodation in line with the allowable rates as published by the National Treasury in Instruction Note 7 of 2022/23.

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

Part 3: Declaration of Interest

Each party to the bid must complete and submit the Declaration of Interest.

Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022

Bidders must complete and submit the Preference Points Claim Form.

A trust, consortium or joint venture:

- ☐ will qualify for points for their specific goals as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- ☐ will qualify for points for their specific goals as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Part 5: Broad Based Black Economic Empowerment Certificate

Bidders are to submit an Original/Certified copy of a valid B-BBEE Certificate.

- ☐ A trust, consortium or joint venture will qualify for points for their specific goals as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid or a letter from an Accounting Officer/ Auditor or a sworn affidavit in terms of the Amended B-BBEE Codes for Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

Part 6: General Conditions of Contract

Bidders must initial each page of the General Conditions of Contract and submit with their bid document.

Part 7: Technical approach

Bidder must at least:

Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. Bidders are required to have the basic office equipment and the resource/s (which must include, laptop, internet connection, landline, own office with the basic office equipment). The bidder may be required to come on site where the work will be done. They should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems.

Describe how the work will be managed. Provide an entity chart clearly indicating:

- ☐ The lines of reporting and supervision within the bidder's team.
- ☐ The lines of reporting between the bidder and SHRA.

Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.

Describe the tasks, duties, or functions to be performed by staff in these positions.

Indicate the number of hours required to complete each task and the number of hours to be provided by each team member. The bidder must be able to work within strict timelines and have the capacity to do so.

Provide information on any additional value-added services for consideration by SHRA, and which will form part of the overall proposed solution. Please note that any additional value-added services must be priced separately in the section provided for in the pricing schedule.

Bidders are to present such information in a table format. The following is provided merely as guidance. Bidders are free to elaborate as they see fit.

Outcome/output	Activity	Team member(s) involved (name and position)	Person days for each team member	Total person days

Provide a work plan of activities. In addition to providing details of the estimated number of workdays for each activity, bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.

Part 8: Team Details

The bidder must provide:

- ☐ A comprehensive curricula vita (relevant to this bid and limited to two pages). In particular, the CV must highlight the team member(s) experience and qualifications to carry out the work.

Part 9: Experience in this field

It is essential the service provider displays:

- ☐ Experience as set out in the terms of reference.
- ☐ The Bidder must provide at least five (5) contactable reference letters on company letterheads of previous clients where the Bidder provided similar services.

Part 10: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration.

2.8 PRESENTATIONS

- 2.8.1 SHRA reserves the right to invite Bidders for presentations before the award of this Bid. Only Bidders who have met the minimum functionality criteria will be invited to presentation.

2.9 NEGOTIATION

- 2.9.1 SHRA has the right to enter negotiations with a preferred bidder regarding any terms and conditions, including price(s), of a proposed contract.

2.10 REASONS FOR REJECTION

- 2.10.1 SHRA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 2.10.2 SHRA may disregard the bid of any bidder if that bidder, or any of its directors:
- 2.10.2.1 have abused the Supply Chain Management systems of SHRA.
 - 2.10.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 2.10.2.3 have failed to perform on any previous contract and the proof exists.
- 2.10.3 Such actions shall be communicated to the National Treasury after following the blacklisting process.

3. TERMS OF REFERENCE

3.1 INTRODUCTION AND BACKGROUND TO THE PROJECT

The Public Finance Management Act (PFMA) is a legislative framework designed to ensure the efficient and effective management of public funds, aimed at enhancing transparency, accountability, and sound financial management in the public sector. The SHRA has developed its Supply Chain Management (SCM) policy and procedure in line with the PFMA and Treasury Regulations to provide guidelines for the procurement of goods and services, ensuring that processes are fair, equitable, transparent, competitive, and cost-effective.

The above then forms the basis of the process the SHRA seeks to follow in appointing a service provider to provide insurance brokerage services for the next three (3) years, as they mandate strict adherence to ethical standards and governance principles to safeguard public resources and achieve optimal value for money.

3.2 PURPOSE OF THE CONTRACT

The objective of this project is to procure insurance brokerage services. The SHRA hereby invites tenders from local insurance brokerage firms registered in terms of the Financial Advisory and Intermediary Services (FAIS) Act of 2002 (and Insurance Act of 2017 for actual Insurance Company), for the provision of insurance brokerage services for a period of three (3) years.

3.3 SCOPE OF WORK

The bidders should be able to provide the following general insurance actions in terms of placement, maintenance and administration of the insurance portfolio:

- 3.3.1 Place relevant insurance cover based upon SHRA operations and risks,
- 3.3.2 Claim administration and maintenance,
- 3.3.3 Day to day correspondence and queries,
- 3.3.4 Monitor premium payments and refunds in accordance with accounts and statements,
- 3.3.5 Negotiate settlement of claims on behalf of SHRA,
- 3.3.6 Keep proper record of the claims,
- 3.3.7 Keep SHRA up to date with latest amendments to the Legislation on Insurance in writing, and
- 3.3.8 Training where necessary.

3.4 FRAUD AND IRREGULARITIES

In provision of the insurance brokerage services and safeguarding of the SHRA's risk profile, the broker should seek to identify and prevent any potentially fraudulent and irregular transactions within the SHRA's insurance portfolio. Any such activities/ transactions must be reported immediately to the designated signatories.

3.5 KEY DELIVERABLES

Please provide the SHRA with a written quotation for providing brokerage services on SHRA's business Insurance package.

SHRA is looking at concluding a three-year contract with a Brokerage Firm for provision of Insurance Brokerage Services for SHRA's Business Insurance requirements.

The Insurance Cover will need to include but not limited to:

- 3.5.1 Office contents
- 3.5.2 Glass
- 3.5.3 Theft
- 3.5.4 Business all risks
- 3.5.5 Public liability
- 3.5.6 Employer's liability
- 3.5.7 Electronic equipment and IT infrastructure
- 3.5.8 Cyber terrorism (Crime)
- 3.5.9 Sasria
- 3.5.10 Personal Accident- All Staff (only on work hours/ duty responsibilities)
- 3.5.11 Fire
- 3.5.12 Council Members and Officers Liability
- 3.5.13 Vehicle insurance:
 - 3.5.13.1 Business use/ multiple drivers
 - 3.5.13.2 2013 Volkswagen Caddy Maxi 2.0 TDI
 - 3.5.13.3 Business travel (domestic and minimal international)
 - 3.5.13.4 Roadside assistance

Additional information

The office is monitored by a 24-hour security on site and an armed response. The business park is secured by an electric fencing and an alarm. There is also a CCTV to monitor the building

The successful Broker will do the following:

- Obtain a minimum of three quotations annually from reputable insurance companies and recommend to the SHRA; and
- Advise the SHRA on any matter relating to the business insurance.

The following conditions will apply:

- Price quoted must be valid for at least ninety (90) days from from the closing date of the request for quotations
- Price quoted must be firm and must be inclusive of VAT
- Price quoted needs to provide details as per requirements above

3.6 DURATION

The contract period for this project will be for three (3) years from date of last signature.

3.7 PRICING

3.7.1 Bidders are to include their full pricing schedule (price listing) as applicable to business insurance cover requirements inclusive of brokerage and administration fees.

3.7.2 The quotation should detail the following:

- The annual Broker's fee (2024-2027)
- The Insurance cover fee (2024-2027)
- Any other administration costs (2024-2027)
- The cover will be for a period of three (3) years.

3.8 GENERAL REQUIREMENTS

1) Audit Trails

The Service Provider will be required to maintain adequate audit trails of any and all written communication, claims, minutes of meetings and financial records pertaining to the engagement with the SHRA.

2) Backup and Recovery

The Service Provider will be required to maintain an adequate backup of all projects related documentation.

3) File and Record Retention

All electronically stored data, hard copy originals, and microfilm/fiche and other media are all deemed property of the SHRA and must be returned to the SHRA in a retrievable form at the termination of the contract. The SHRA and the Service Provider will develop policies and procedures for the archiving of data including format and media as well as standards on destroying material and data. While in the possession of the Service Provider, all such materials must be stored off-site in a secure room, vault or container.

4) Appointment Termination/Cancellation Service Turnover

The successful bidder will be required to sign an SHRA contract. At the end of the contract period or termination of the agreement, if requested by the SHRA the Service Provider must provide assistance in transferring contracted operations and systems either to the SHRA itself, another Service Provider, or a combination of these two options. This is to provide for an orderly and controlled transition to either the SHRA or a successor Service Provider.

3.9 Technical requirement

3.9.1 Assets

- To cover all tangible property of every description belonging to SHRA or in which SHRA has any proprietary or economic interest against loss or damage
- Electronic and computer equipment: to cover all electronic business equipment including computers, laptops, licensed software, leased printers, etc
- Stock, to cover on goods forming part of SHRA's business activity
- Building cover: SASRIA, property terrorism and sabotage, fire, explosion, earthquake, power surges, alterations and additions etc.
- Travel: to cover local and international travel

3.9.2 Employees and Visitors liability

- Public Liability, to protect SHRA against claims involving illness, injury, death, damages to third party property.
- To protect the claims made against SHRA's Council members and Executive staff members. The policy must cover Council members and Executive staff members against damages, judgements, settlements and defence costs for which they may be held personally liable.

3.9.3 Annual renewals

- Review existing cover, limits and sums insured,
- Review uninsured risks and exposure,
- Perform re-broking and market exercise to obtain renewal terms,
- Convene pre-renewal meeting to discuss renewal terms and possible alternatives,
- Renewal follow-up on alternative quotations,
- Presentation of renewal terms and recommended options,
- Confirmation of placement and 100% cover,
- Compile and provide detailed insurance manual as well as full summary on cover, limits, conditions and exclusions,
- Check and provide issued policy as well as legal confirmation of statutory compliance,
- Compilation of claims procedural manual,
- Facilitate ad hoc adjustments and endorsements on sums insured and declarations to insurers/re-insures,
- Claims administration,
- Monitor premium payments and refunds in accordance with accounts and statement,

The scope above covers portfolios identified at this stage and does not necessarily limit the scope to the items mentioned. It is expected that the service provider will advise SHRA of any other relevant cover required in the light of its operations.

3.10 FORMAT OF THE PROPOSAL

The proposal of the bidder **MUST** adhere to the prescribed format:

Section 1:

- Understanding of the SHRA's mandate and challenges,
- Understanding of the required scope of work,
- Methodology as to how the scope of work will be executed,
- High level project plan as to when various activities will be scheduled and when deliverables will be produced.

Section 2:

- A detailed and comprehensive company profile and its customised offering to SHRA,
- Dedicated broker and administration team structure, roles, and responsibilities (presented in an organogram),
- Experience of the bidder in undertaking similar projects,
- Detailed and comprehensive CVs/profiles of all dedicated team members including historic work experience listed in chronological order with specified dates and all pertinent qualifications listed in chronological order with specified dates with names of institutions, and
- Reference letters - minimum of five (5) signed reference letters on the client's letterhead, indicating the duration of the project, dates, be on the client's letterhead, contact details of the client, and project description. These should show the service provider has undertaken similar assignments above (bullet point 1-3) within the past five (5) years (from the closing date of this tender.).

3.11 DISCLAIMER

- The SHRA has not appointed external consultants to liaise with bidders on any matter. Any matter and or queries regarding this bid will be channelled in writing through the Supply Chain Management Unit of the SHRA.
- SHRA issues this invitation for bids in good faith; however, it reserves the right to:
 - Cancel or delay the selection process at any time, without explanation,
 - Not to select any of the respondents to this bid invitation, without explanation,
 - Exclude certain services, without explanation
- The SHRA has no tolerance for fraudulent and corrupt activities,
- Any solicitation or any attempt to solicit bribes from bidders by SHRA employee is prima facie unlawful and must be reported,
- If a bribe is paid, the SHRA will not be liable for the financial loss as no payments will be requested by any SHRA employee or committee member to ensure a successful bid outcome,
- Fraud, bribery, and corruption is unlawful and the SHRA will disqualify any bidder invited from further consideration in the tender process,

- All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of SHRA is the Chief Executive Officer or his/her written authorised delegate.

4. FUNCTIONALITY EVALUATION

All proposals will be evaluated on the criteria provided in the table below.

Evaluation Criteria		Description	Weighting (%)	Scoring Scale (1 to 5)
Experience and Expertise			20%	
- Industry Experience		Number of years in the insurance brokerage industry, particularly with state-owned enterprises.	20%	1 = < 2 years, 2 = 2-4 years, 3 = 5-7 years, 4 = 8-10 years, 5 = > 10 years
References and Reputation			15%	
- Client References		Testimonials and references from current or past clients. Five (5) written, signed and verifiable reference letters from clients to whom similar service was rendered must be provided.	15%	1 = One or less SOE reference letters provided, 3 = Two (2) to Three (3) SOE reference letters provided, and 5 = Four (4) or more SOE reference letters provided
Service Offerings			20%	
- Range of Services		Breadth and depth of services offered, including risk assessment, claims management, and advisory services.	10%	1 = Limited, 2 = Basic, 3 = Moderate, 4 = Extensive, 5 = Comprehensive
- Customization Capabilities		Ability to tailor services to meet the specific needs of the state-owned enterprise.	10%	1 = No Customization, 2 = Low, 3 = Moderate, 4 = High, 5 = Full Customization
Cost and Value			10%	
- Value Added Services		Additional services provided at no extra cost.	10%	1 = None, 2 = Few, 3 = Some, 4 = Many, 5 = Extensive
Compliance and Governance			15%	
- Regulatory Compliance		Adherence to South African insurance regulations and standards. Registered in terms of the Financial Advisory and Intermediary Services (FAIS) Act of 2002 (and Insurance Act of 2017 for actual Insurance Company).	15%	1 = No, 3 = One Registration, 5 = Both FAIS and IA

Evaluation Criteria	Description	Weighting (%)	Scoring Scale (1 to 5)
Client Support and Relationship Management		10%	
- Account Management and Customer Support	SOE Years of experience for • A relationship/account manager • A person handling day to day routine requests or queries (administration team)	10%	1 = Less than Three Years, 3 = Three (3) to Four (4) Years, 5 = Five (5) or more years
Innovation and Technology		10%	
- Use of Technology	Implementation of advanced technology in service delivery, such as digital platforms and tools.	5%	1 = Minimal, 2 = Basic, 3 = Moderate, 4 = Extensive, 5 = Leading-edge
- Innovation	Introduction of innovative solutions and practices in insurance brokerage.	5%	1 = None, 2 = Few, 3 = Some, 4 = Many, 5 = Extensive
Total Weighting		100%	

5. EVALUATION PROCESS

COMPLIANCE WITH MINIMUM REQUIREMENTS

All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.

FUNCTIONALITY EVALUATION

All remaining bids will be evaluated as follows:

The functionality calculation will be done based on the defined criteria and weighting thereof. Functionality will be scored out of a 100.

If a bidder fails to score a minimum of 70% out of 100% for functionality, the bid will be disregarded from further consideration.

ELIMINATION OF BIDS ON GROUNDS OF FUNCTIONALITY

Bids that score less than 70% of the 100% available for functionality will be eliminated from further consideration. Points will therefore not be awarded for their cost bids or for specific goals.

The percentage scored for functionality should be calculated as follows:

Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score. The following formula should then be used to convert the total score to a percentage for functionality:

$$Ps = \frac{So}{Ms} \times Ap$$

where

Ps = percentage scored for functionality by bid/bid under consideration

So = total score of bid/bid under consideration

Ms = maximum possible score

Ap = percentage allocated for functionality

The percentages of each panel member shall be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality.

After calculation of the percentage for functionality, the prices of all bids that obtained the minimum score for functionality should be taken into consideration.

PRESENTATIONS

- a) SHRA may arrange for presentations to be made by Bidders who met the minimum functionality criteria once the functionality score has been calculated.
- b) Presentations shall only affect the marks awarded for functionality.
- c) If the date of the presentation meeting is not indicated in the bid document, at least three days' notice will be given to bidders required to attend a presentation.
- d) Presentations will be made to the full Evaluation Committee.
- e) Points determined by the presentation will be awarded to each bidder by each member of the Evaluation Committee and then an average calculated.

AWARDING OF PREFERENCES POINTS

- a) Points for specific goals will be awarded according to the table indicated in the preference points claim form(s) as and when RFQs (price quotations) for specific projects to be undertaken for the different functional areas are issued to the panel.

COMBINING PRICE AND PREFERENCE POINTS

- a) In accordance with PPPFA Act No. 5, 2000 (f), the contract must be awarded to the tenderer who scores the highest points unless objective criteria justify the award to another tenderer.
- b) The objective criteria that the SHRA intends to use is that where the points difference between the bidder that scored the highest points and the second ranked bidder is within 15%, the right is reserved to award to the bidder that scored highest on specific goals (80/20 principle).

ADJUDICATION OF BID

- a) The Adjudication Committee will consider the recommendations and make the final award. The successful bidder that will be appointed is the bidder that will meet the minimum threshold of 70% for functionality and are tax compliant as per their CSD certificates

N/B: Bidders need to obtain a minimum of 70% for functionality for them to be included in the panel of service providers (functional areas).

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific goals allocation	20
TOTAL FOR PRICE AND PREFERENCE	100

The specific goals allocation is broken down as follows.

Specific goals towards Historically Disadvantaged Individuals (HDI)	Preference Point system
Enterprises with ownership of 51% or more by a person/s who are Women	10
Enterprises with ownership of 51% or more by a person/s who are Youth / Persons living with disabilities	10
Total Points allocated to Specific Goals	20

SECTION B

1. SPECIAL CONDITIONS OF CONTRACT

1.1.GENERAL

- 1.1.1. Proper bids for the services specified must be submitted.

1.2.ADDITIONAL INFORMATION REQUIREMENTS

- 1.2.1. During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted in writing, within five (5) working days or as otherwise indicated. Failure to comply may lead to your bid being disregarded.

1.3.CONFIDENTIALITY

- 1.3.1. The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
- 1.3.2. All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding the SHRA or of its activities to any other entity or individual. The bidders may not disclose any information, documentation, or products to other clients without written approval of the accounting authority or the delegate.

1.4. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT

- 1.4.1. Copyright of all documentation relating to this contract belongs to the SHRA. The successful bidder may not disclose any information, documentation, or products to other clients without the written approval of the accounting authority or the delegate.
- 1.4.2. All the intellectual property (IP) rights arising from the execution of this Agreement shall vest in SHRA and the Service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.
- 1.4.3. In the event that the service provider would like to use information or data generated by the service, the prior written permission must be obtained from SHRA.
- 1.4.4. SHRA shall own all materials produced by the Service provider during this contract, or as part of the service including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, and other information whether capable of being copyrighted or not ("IP").

- 1.4.5. The Service provider assigns all IP rights in respect of all materials referred to in clause 1.4.4 to SHRA. No other document needs to be executed to give effect to this cession, assignment, or transfer.
- 1.4.6. The Service provider hereby irrevocably cedes, assigns, and transfers to SHRA, as SHRA directs, all rights, title and interest in and to all IP (which includes but is not limited to methodologies and products) connected with or applicable to the Services.
- 1.4.7. The Service provider acknowledges and agrees that:
- 1.4.7.1. Each provision of clause 1.3 is separate, severally, and separately enforceable from any other provisions of this agreement.
- 1.4.7.2. The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this agreement; and
- 1.4.7.3. This clause 1.3 shall survive termination of this agreement.

1.5. NON-COMPLIANCE WITH DELIVERY TERMS

- 1.5.1. As soon as it becomes known to the Service provider that he will not be able to deliver the goods/services within the delivery period and/or against the bid price and/or as specified, the SHRA must be given immediate written notice to this effect. The SHRA serves the right to implement remedies as provided for in the GCC.

1.6. WARRANTIES

- 1.6.1. The Service provider warrants that it is able to conclude this Agreement to the satisfaction of the SHRA.
- 1.6.2. Although the Service provider will be entitled to provide services to persons other than SHRA, the Service provider shall not without the prior written consent of SHRA, be involved in any manner whatsoever, directly, or indirectly, in any business or venture which competes or conflicts with the obligations of the Service provider to provide the Services.

1.7. PARTIES NOT AFFECTED BY WAIVER OR BREACHES

- 1.7.1. The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
- 1.7.2. No favour, delay, relaxation, or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.

1.8.RETENTION

- 1.8.1. On termination of this agreement, the Service provider shall on demand hand over all documentation, information, software, etc., relating to the provision of services as per this bid without the right of retention, to the SHRA.
- 1.8.2. No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall.

2. GENERAL CONDITIONS OF CONTRACT

- 2.1. The General Conditions of Contract must be accepted. The general conditions applicable to government entity bids, contracts and order are attached herein as Annexure A as they will apply to this bidding process.
- 2.2. Bidders are required to initial each page of the General Conditions of Contract as an indication of acceptance.

INVITATION TO SUBMIT BIDS

YOU ARE HEREBY INVITED TO PROPOSE FOR REQUIREMENTS OF THE SHRA

RFP NUMBER: SHRA/RFP/ADMIN/05/202425**CLOSING DATE: 19th August 2024****CLOSING TIME: 16h00**

DESCRIPTION: Appointment of a service provider to provide insurance brokerage services to the Social Housing Regulatory Authority (SHRA) for the period of three (3) years

VALIDITY PERIOD: Proposal to be valid for 120 days from the closing date of the bid.

The successful bidder will be required to fill in and sign a written Contract Form.

BID DOCUMENT MUST BE EMAILED TO THE FOLLOWING EMAIL ADDRESS
Scm03@shra.org.za

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

Bids can be delivered between 08h30 and 16h30, Mondays to Friday, prior to the closing date and between 08h30 and 16h00 on the closing date.

All bids must be submitted on the official forms (not to be re-typed).

This RFP is subject to the following:

- ☐ General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
- ☐ the Preferential Procurement Policy Framework Act, 2000
- ☐ the Preferential Policy Regulations, 2022
- ☐ Bids submitted that do not comply with the following will be disqualified
- ☐ A late Bid (a bid arriving one second after 11h00 or any time thereafter)

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SHRA/RFP/ADMIN/05/202425	CLOSING DATE:	19 th August 2024	CLOSING TIME:	16h00
DESCRIPTION	PROVISION OF INSURANCE BROKERAGE SERVICES FOR A PERIOD OF THREE YEARS				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
NAME OF REPRESENTATIVE					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

TOTAL BID PRICE (ALL INCLUSIVE)

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID No: SHRA/RFP/ADMIN/05/202425

CLOSING TIME 16h00

CLOSING DATE: 19th August 2024

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO INCLUDED)	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
R.....

Prices proposed below to include VAT and exclude Disbursements:

Bidders are to include their full pricing schedule (price listing) as applicable to business insurance services

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

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.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 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 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.

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.

- 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 2022

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

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

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

- (c) Price; and
(d) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

“tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

Note to tenderers: The tenderer must indicate how they claim points for each preference point system and provide supporting evidence.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by a person/s who are Women	10	
Enterprises with ownership of 51% or more by a person/s who are Youth / People Living with Disabilities	10	
Total Points allocated to Specific Goals	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name _____ of company/firm.....
- 4.4. Company _____ registration _____ number: _____
- 4.5. TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]
- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct.
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has

suffered as a result of having to make less favourable arrangements due to such cancellation.

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

DETAILS	TICK BY BIDDER
Part 1: Completed and signed the invitation to bid document (SBD 1)	
Part 2: Pricing Schedule (SBD 3.3)	
Part 3: Completed and signed the declaration of interest document. (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid <u>must</u> complete and sign the declaration of interest document)</i>	
Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)	
Part 5: Submitted an original/ certified copy of a valid BBEE Certificate. <i>(In case of a trust, consortium or joint venture, bidders will qualify for points for their specific goals as an unincorporated entity, provided that the entity <u>submits their consolidated B-BBEE scorecard</u> as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</i>	
Part 6: Submitted the General Conditions of Contract (initialled each page)	
Part 7: Submitted the Technical approach	
Part 8: Submitted the Details of the team and included their CV	
Part 9: Submitted Experience in the field document and 4 reference letters	
Part 10: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration.	
CIPC Document	