



REQUEST FOR QUOTATIONS (RFQ)

REQ Number: REQ_NHFC007105

Description of Services: Provision of B-BBEE Advisory and Consulting Services

Request date: 16 January 2023

Closing date: 24 January 2023

Closing Time: 14:00pm

COMPULSORY REQUIREMENTS

The following copies must be attached when returning the RFQ:

1. Valid Tax Clearance Certificate/TCS pin.
2. B-BBEE Certificate/Sworn Affidavit (Non -submission will render the bidder as non-compliant for B-BBEE points)
3. Submission of the following Signed and Completed Standard Bid Documents (SBD) Forms which are attached to this request:
 - SBD 4: Bidder's Disclosure
 - SBD 6.1 Preference Points Claim Form in terms of preferential procurement.
 - SBD 7.2 Contract Form – Rendering of Services
4. All quotes must be prepared according to the scope of work.

The assessment of the submission will be based on the above-mentioned documentation.



Enquiries regarding the RFQ must be directed to the below persons in writing only:

SCM Enquiries

SCM Official: Anda Mazibuko

Email: Quotations01@nhfc.co.za



TERMS OF REFERENCE

PROVISION OF B-BBEE ADVISORY SERVICES

1. INTRODUCTION

The National Housing Finance Corporation (NHFC) was established by the National Department of Human Settlements as a development finance institution (DFI) in 1996, with the principal mandate of broadening access to affordable housing finance for the low- and middle-income households.

NHFC is a national public entity, the NHFC adheres to the regulatory framework of the Public Finance Management Act (PFMA) of 1999.

The NHFC provides wholesale funding in the affordable housing market mainly to social housing institutions, non-banking retail intermediaries, privately owned property developers, construction companies and investors. It also provides loans and other form of wholesale funding (equity and quasi equity) to certain niche businesses that are in the affordable housing market.

The Department of Human Settlements is in the process of establishing a Human Settlements Development Bank ("HSDB"). The purpose of which is to position the HSDB as a vehicle to provide effective public and private funding, financing support to key segments of the housing market, in the face of considerable market failure, significant need and a declining fiscus. In October 2018, the NHFC merged with two other human settlements DFIs, National Urban Reconstruction and Housing Agency SOC NPC (NURCHA) and Rural Housing Loan Fund SOC NPC (RHLF). The NHFC will serve as a consolidated platform for the establishment of the HSDB. It is envisaged that the NHFC will continue in its existing legal format but will change its constitution documents to conform to the HSDB requirements once established



2. PURPOSE OF REQUEST FOR QUOTATION (RFQ)

The purpose of this Request for Quotation (RFQ) is to solicit proposals from potential service providers for the provision of B-BBEE Advisory Services. This RFQ document details and incorporates, as far as possible, the tasks and responsibilities of the potential service provider required by NHFC. This RFQ does not constitute an offer to do business with NHFC but merely serves as an invitation to bidders to facilitate a requirements-based decision process.

3. REQUEST FOR QUOTATION BACKGROUND INFORMATION

In its last assessment, the NHFC obtained a Level 8 rating after being discounted from a Level 7 for not reaching Skills element minimum. The NHFC is looking for an experienced B-BBEE consultants that can assist it to move to a Level 1 within a period not longer than three years.

4. SCOPE OF WORK

The deliverables for the assignment should include the following, but the list is not exhaustive.

- Formulation of a B-BBEE strategy and a three-year rolling B-BBEE plan for the NHFC to execute the strategy. The plan should include cost implications, specific targets for all applicable elements and B-BBEE Level outcomes.
- Conducting a base-line (an as- assessment) with improvement recommendations.
- Assisting the NHFC with implementation of the above plan (formulated B-BBEE strategy).
- Submission of monthly progress reports against the B-BBEE plan; predictive score and preparing presentations to the executive committee.
- Reporting periodically on progress made on the B-BBEE plan and other B-BBEE developments to management and board committees.
- Collating of verification documentation and assisting with verification readiness throughout the financial year and points validation before finalisation of verification.
- Assisting the NHFC during the verification process.

- Arranging relevant B-BBEE training for the different stakeholders within the company, for example, B-BBEE committee, management, entity-wide, etc.
- Advisory services on **all** B-BBEE related developments, including on changes on B-BBEE laws and regulations.

5. LOCKDOWN OPERATIONS PROVISIONS

Kindly note that due to the Lockdown Regulations, NHFC is operating remotely, therefore service providers should make required provision of virtual meetings and engagements.

6. CONTRACT TERM

The service provider will be required to sign a contract and will be appointed for a duration of thirty- six (36) months. Duration of contract will be based on performance which will be assessed on a quarterly basis and reviewed annually and NHFC's need basis.

7. EVALUATION CRITERIA

Evaluation of bids received will be conducted in three (3) phases as follows:

Phase 1 – Compulsory Requirements

Bidders will first be evaluated in terms of the gatekeeper/minimum requirements on page 1 of this document. Bidders who do not fulfil all the requirements or do not submit the required documents will not proceed to the next phase of functionality. Those who fulfil all the requirements or have submitted the required documents will be further evaluated on functionality.

Phase 2 – Functionality

Functionality is worth 100 points. The minimum threshold is 70 points. Bidders who score less than 70 points on functionality will therefore be disqualified. Those who score more than 70 points will be further evaluated in terms of price and preference points (i.e. on the B-BBEE status level of contributor). The functionality evaluation is broken down as follows:

No	Criteria Description	Total Weighted Points
1.	<p>Bidder's Relevant Experience</p> <p>The bidder must demonstrate relevant experience in designing, developing and delivering B-BBE level improvement projects State Owned Enterprises (SOE's) or comparable financial institutions.</p> <p>The bidder must provide four (4) relevant contactable references of similar work done in the past 5 (five) years. Complete and submit completed Annexure A of this RFQ</p> <p>(Submitted information to be clearly referenced)</p>	Total – 20 points
	<ul style="list-style-type: none"> Submission of four (4) and more written testimonials demonstrating provable experience in designing, developing and delivering B-BBEE level improvement projects in State Owned Enterprises (SOE's) or comparable financial institutions. 	20 Points
	<ul style="list-style-type: none"> Submission of two (2) written testimonials demonstrating provable experience in designing, developing and delivering B-BBE level improvement projects in State Owned Enterprises (SOE's) or comparable financial institutions. 	10 Points
	<ul style="list-style-type: none"> Submission of one (1) written testimonials demonstrating provable experience in designing, developing and delivering B-BBE level improvement projects in State Owned Enterprises (SOE's) or comparable financial institutions. 	0 Points
2.	<p>Project Methodology</p> <p>The bidder must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined above</p>	Total – 30 points

	<p>and clearly demonstrating how the developed strategy will be rolled out and implemented.</p> <p>The proposal must include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • A demonstration of how the bidder will deliver this project in line with the scope of work. • Project plan. • Sample of reports to be produced. <p>(Submitted information to be clearly referenced)</p>	
	<p>Methodology and technical approach demonstrates and includes;</p> <ul style="list-style-type: none"> - full understanding of the scope of work; - detailed project plan that includes timelines and clearly defined deliverables; - sample of reports provided include monthly progress reports and monthly predictive B-BBEE level. 	30 Points
	<p>Methodology and technical approach demonstrates and includes;</p> <ul style="list-style-type: none"> - some understanding of the scope of work; - detailed project plan that includes timelines and deliverables; <p>sample of reports provided include quarterly progress reports and quarterly predictive B-BBEE level.</p>	15 Points
	<p>Methodology and technical approach demonstrates and includes;</p> <ul style="list-style-type: none"> - poor understanding of the scope of work; - poorly crafted project plan; <p>no sample of reports is provided.</p>	0 points

3.	<p>Qualifications and Skills Of Key Personnel</p> <p>The bidder's key personnel of the proposed team must have relevant qualifications, skills and experience in designing, developing and delivering B-BBE level improvement projects.</p> <p>The bidders must submit, as part of its proposal, the following:</p> <p>The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this project and the key personnel responsible for each specialty/ element. Please refer to Annexure B Annexure 5 of this document for the format in which the required information must be provided.</p> <p>Key personnel CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of this project as outlined above.</p> <p>(Submitted information to be clearly referenced)</p>	Total – 20 points
	Proposed team is suitably qualified, skilled and experienced in delivering similar projects.	20 Points
	Proposed team is partially qualified, skilled and experienced in delivering similar projects.	10 Points
	Proposed team is not qualified, skilled and experienced in delivering similar projects.	0 Points
4.	<p>Presentation and B-BBEE Software</p> <p>Bidders will be required to present their proposal and do a demonstration of their B-BBEE level predicting software.</p>	Total – 20 points

	Presentation demonstrates full understanding of the scope of work and proposed software meets the requirement of the project.	20 Points
	Presentation demonstrates lack of understanding of the scope of work and proposed software does not meet the requirement of the project.	0 Points
5.	Value add Value added and differentiating or distinguishing factor from other service providers (Submitted information to be clearly referenced)	Total – 10 points
	Proposed value add factors are aligned to the scope of work	10 Points
	Proposed value add factors are semi-aligned to the scope of work	5 Points
	Proposed value add factors are not aligned to the scope of work	0 Points
	Total	100 points
	Minimum Qualifying Threshold	70 points

Phase 3-Price and Preference Evaluation

Bidders will be evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

B-BBEE Status Level Of Contributor	Number of Points
	Bids up to R50 million
1	20
2	18
3	16
4	12
5	8



6	6
7	4
8	2
Non-Compliant contributor	0

NB:

SPECIAL CONDITIONS:

- Quotations must be submitted in the bidder's company letterhead.
- No pre-payments are allowed, awarded bidder will be paid within 30 days after receipt of invoice.
- Quotation submitted should be based on scope of work. Failure to adhere to scope of will render your quotation non-responsive.
- Price(s) quoted must be valid for at least ninety (90) days from the date of your offer and be according to the RFQ document.
- Price(s) quoted must be firm and inclusive of VAT (If VAT registered) and inclusive of all cost.

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.
- 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

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.



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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

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

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
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- 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

or

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4

8	1	2
Non-compliant contributor	0	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 10 or 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		NO	
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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		NO	
-----	--	----	--

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

.....

.....



SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

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

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

I hereby undertake to render services described in the attached bidding documents to NHFC in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

The following documents shall be deemed to form and be read and construed as part of this agreement:

Bidding documents, viz

Invitation to bid;

Tax clearance certificate;

Pricing schedule(s);

Filled in task directive/proposal;

Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the

Preferential Procurement Regulations 2011;



Declaration of interest;

Declaration of bidder's past SCM practices;

Certificate of Independent Bid Determination;

Special Conditions of Contract;

General Conditions of Contract; and

Other (specify)

I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:.....
.....



SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

I..... in my capacity
as.....

accept your bid under reference number
.....dated.....for the rendering of services indicated
hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)



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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

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WITNESSES

1

2

DATE:



Annexure A

Bidder's Experience Table

Request for Quotation No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in **Phase 2- Functionality Section 1- Bidder's Relevant Experience** of this RFQ document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule.]

The bidder must provide the following information:

Details of the bidder's experience in implementation of the scope of work in State Owned Enterprises (SOE's) and comparable financial institutions (please refer to **Phase 2- Functionality Section 1- Bidder's Relevant Experience**):

Client's Name	Client Industry	Client's Average Turnover (annual)	Project period (Start Dates)	Project period (End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone contact of client



Client's Name	Client Industry	Client's Average Turnover (annual)	Project period (Start Dates)	Project period (End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone contact of client



Annexure B

Bidder's Proposed Project Team Table

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in **Phase 2- Functionality Section 3- Key Personnel and Team Experience** of this RFQ document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule.]

The bidder must provide the following information:

Details of the key personnel of the bidders' proposed team: (please refer to **Phase 2- Functionality Section 3- Key Personnel and Team Experience**):

Name & Surname	Position	Role / Duties in this Project	Experience in in designing, developing and delivering B-BBE level improvement projects		
			Experience Detail	Years of Experience	CV Attached Yes/ No