



traditional affairs

Department:
Traditional Affairs
REPUBLIC OF SOUTH AFRICA

Private Bag X22, Pretoria 0001 Tel (012) 334 0600, Fax: (012) 334 0652
Pencardia 1 Building, 509 Pretorius Street, Arcadia, Pretoria, 0083

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT AN AUDIT ON RISK MANAGEMENT PROCESSES

BENEFICIARY	DEPARTMENT OF TRADITIONAL AFFAIRS
CONTACT PERSON	GLADMAN NDLOVU
PHYSICAL ADDRESS	509 PRETORIUS STREET, PENCADIA 1,3 RD FLOOR, ARCADIA, PRETORIA, 0001.
FORM OF SUBMISSION	Hand delivery /quotations@dta.gov.za
PHYSICAL ADDRESS	3 RD FLOOR PENCADIA 1 BUILDING (OLD MUTUAL BUILDING) 509 PRETORIUS STREET ARCADIA
CLOSING DATE AND TIME	22 FEBRUARY 2024 @ 11H00AM
BRIEFING SESSION DATE	NO BRIEFING SESSION
REFERENCE NUMBER	DTA/RFQ/IA/04/2023-24

1. PURPOSE

The purpose of these Terms of Reference is to procure the services of a Service Provider to conduct an audit on Risk Management processes within the Department of Traditional Affairs.

2. INTRODUCTION AND BACKGROUND

- 2.1.** One of the key responsibilities of the Internal Audit Unit is to assist the Department of Traditional Affairs to implement effective governance systems.
- 2.2.** The Internal Audit Unit of DTA is mandated by the Audit Committee to perform an audit on Risk Management processes as per its approved internal audit plan for 2023/24.

3. CONTRACT PERIOD

The duration of the contract is two (2) months.

4. OBJECTIVES OF THE PROJECT

To appoint a service provider who can under the management of the DTA Internal Audit unit assist the Department to accomplish its objectives by bringing in a systematic, disciplined approach to evaluate and improve the effectiveness of risk management processes within the Department.

5. SCOPE OF WORK AND TIMELINES

- 5.1.** Review of Risk Management Processes will focus on the following:

- Effectiveness and adequacy of the risk management processes (risk assessment and analysis, risk evaluation, risk treatment and risk monitoring);
- Adequacy of risk management and fraud prevention policies/strategies
- Adequacy of Business Continuity policy and plan;

- Compliance with relevant Government prescripts / Frameworks;
- Completeness of the departmental risk profile; and
- Review the adequacy and effectiveness of the risk appetite and tolerance level, including the Status of Risk Maturity;
- Assess the adequacy and effectiveness of executing enterprise wide risk management mandate (risk management, compliance, anti-corruption and fraud, business continuity management and combined assurance; and
- Risk Management culture and governance.

5.2. The successful Service Provider will be required to perform the following functions:

- a) Perform high level review on compliance with departmental policies and relevant Government prescripts / Frameworks
- b) Perform the audit under the management of the Internal Audit Unit.
- c) Perform the audit according to the Institute of Risk Management (IRMSA) Guideline to Risk Management and the International Standards for the Professional Practice of Internal Auditing (ISPPIA);
- d) Monitor and evaluate performance of team members on audit project;
- e) Perform quality assurance reviews of the project;
- f) Use DTA in-house Internal Audit methodology on planning, execution and reporting;
- g) Write and present an audit report to the management which was subjected to the audit through the office of the Director: Internal Audit (CAE);
- h) Make contributions on improving risk management of the Department by suggesting best practices, etc; and
- i) Attend planned meetings with the CAE or his/her delegate and relevant managers when required.
- j) Be available when necessary to attend the DTA Audit Committee meeting which are held quarterly to discuss the outcomes of the audit.
- k) Develop quality Internal Audit reports that add value to the department.
- l) All proposed reviews/projects completed and signed off within the prescribed time as per the contract.
- m) Provide a complete audit file per project (manual and soft copy).

5.3. Detail Project Scope

No	Internal Audit Activities	Section audited	Audit Scope	Knowledge/Skills Required
	Risk Management			
1.	Review of Risk management processes	Risk Management Unit	<ul style="list-style-type: none"> ➤ Effectiveness and adequacy of the risk management processes (risk assessment and analysis, risk evaluation, risk treatment and risk monitoring); ➤ Adequacy of risk management strategies, policies and plan; ➤ Adequacy of fraud prevention and whistle blowing policies or strategies; ➤ Business Continuity policy and plan; ➤ Compliance with relevant Government prescripts and Frameworks; ➤ Completeness of the departmental risk profile; ➤ Risk Appetite and Tolerance level, including Risk Maturity Status of the Department; and 	<ul style="list-style-type: none"> ➤ Knowledge of IRMSA Guideline to Risk Management; ➤ Knowledge of Committee of Sponsoring Organizations (COSO) Framework; ➤ Knowledge of Government prescripts/risk frameworks ➤ Knowledge of International Standards for the Professional Practice of Internal Auditors (ISPPIA); and ➤ Knowledge of International Organisation of Standardisation (ISO) 31000 relating to principles of risk management.

No	Internal Audit Activities	Section audited	Audit Scope	Knowledge/Skills Required
			➤ Risk Management culture and governance.	

5.4. DELIVERABLES OF THE SERVICE AND TIMEFRAMES

DELIVERABLES	TIMEFRAMES	PAYMENT TO THE SERVICE PROVIDER
Project plan outlining the deliverables and timeframes of the audit project	1 week after signing of the contract	-
Weekly progress reports on project to CAE	Weekly	-
1 st Draft Audit Report	1 week after execution of audit	50%
2 nd Draft audit report	2 weeks after execution of audit	-
Final Audit Report	1 week after engagement with management	30%
Complete manual audit file and signed off working papers	1 week after completion of audit project	20%

6. REQUIRED EXPERTISE OF THE SERVICE PROVIDER

- a) Skills to perform the review on risk management;
- b) Knowledge of Government prescripts/risk frameworks;
- c) Knowledge of ISO 31000 risk management principles;
- d) Knowledge of COSO framework;
- e) Capacity to execute the enterprise risk management review;
- f) Understanding of the Internal Audit standards;
- g) Generic audit skills:
 - The ability to analyse/interpret data
 - Report writing and presentation.
- h) Applicable qualifications/certifications

- a. Risk Management Qualifications as Risk Practitioner (NQF level 6) or equivalent
- b. Risk Management Qualifications as Risk Officer (NQF level 8) or equivalent
- c. Post graduate Diploma/Honors in Risk Management
- d. Master's degree in risk management.

7. EVALUATION SYSTEM/CRITERIA 80/20

7.1. EVALUATION METHODS

The bid will be evaluated in three (3) stages –

STAGE 1 –PRE-QUALIFICATION

Mandatory requirements

- 1. Tax Clearance pin
- 2. Completed and signed Standard Bidding Documents (SBD 4) forms.
- 3. Team leader and members qualifications

7.2. STAGE 2: EVALUATION ON FUNCTIONALITY

CRITERIA	Maximum possible score						
COMPANY EXPERIENCE <p>Company with experience in conducting Risk Management reviews in the Public Sector</p> <ul style="list-style-type: none"> a) Less than 2 years relevant experience= 2 b) 2-5years relevant experience=5 c) 5 years relevant experience=7 d) 5 years and above relevant experience in doing =10 <p>Bidders to provide five (5) contactable references in a table format as follows:</p> <table border="1"> <tr> <th>Name of institution</th><th>email address</th><th>contact number</th><th>project name</th><th>Contract value</th><th>Duration of the contract</th></tr> </table>	Name of institution	email address	contact number	project name	Contract value	Duration of the contract	10
Name of institution	email address	contact number	project name	Contract value	Duration of the contract		

PROJECT PLAN						
Understanding of the milestones/deliverables and timelines to be included in a detailed project plan:						15
<ul style="list-style-type: none"> a) Clear understanding of the milestones/deliverables and timelines to be included in a project plan = 10 b) Clear understanding of the milestones/deliverables and timelines to be included in a project plan and indicating the resources to be utilised = 15 						
METHODOLOGY/APPROACH OF AUDIT PROJECT						25
A clearly defined Proposal stating suitable methods or approach to perform the Risk Management review:						
<ul style="list-style-type: none"> a) Demonstrating knowledge about a recognisable method/approach to perform the risk review = 10 b) Demonstrating knowledge about a recognisable method/approach to perform the risk review and outlining the detail activities or steps that will be followed to perform the review = 15 c) Demonstrating knowledge about a recognisable method/approach to perform the risk review, outlining the detail activities or steps that will be followed to perform the review and indicate the risk/benefits to the organisation for implementing or not implementing a recognised risk methodology = 25 						

TEAM LEADER EXPERIENCE AND QUALIFICATIONS	
Qualifications of Team leader	25
<ul style="list-style-type: none"> (a) Qualification as risk practitioner (NQF6) = 3 (b) Qualification as risk officer (NQF7) = 5 (c) Post graduate diploma/honours in risk management = 7 (d) Masters in Risk Management = 10 	
Registered membership at the Institute of Risk Management South Africa (IRMSA) or other professional body = 5	
Experience of the team leader (Detailed CV's to be included)	
<ul style="list-style-type: none"> (a) 1-2 years' experience in Risk review within Public Sector =5 (b) Above 2-5 years' experience in Risk review within Public Sector =7 (c) Above 5 years' experience in Risk review within Public Sector =10 	
TEAM MEMBER/S EXPERIENCE AND QUALIFICATIONS	
Qualifications of team members	25
<ul style="list-style-type: none"> (a) Qualification as risk practitioner (NQF6) = 3 (b) Qualification as risk officer (NQF7) = 5 (c) Post graduate diploma/honours in risk management = 7 (d) Masters in Risk Management = 10 	
Experience of team members (Detailed CV's to be included):	
<ul style="list-style-type: none"> (a) 1-2 years' experience in Risk review within Public Sector =5 (b) Above 2-5 years' experience in Risk review within Public Sector =10 (c) Above 5 years' experience in Risk review within Public Sector =15 	

BIDDERS WHO FAIL TO ACHIEVE A MINIMUM OF 65 POINTS OUT OF 100 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR EVALUATION ON STAGE THREE (PRICE AND SPECIFIC GOALS/B-BBEE).

STAGE 3 - PRICE AND SPECIFIC GOALS/ B-BBEE

DTA will advance specific goals as contemplated in section 2(1)(d) of the PPR 2022, which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and

Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994.

DTA will utilize the following specific goals" as contemplated in section 2(1)(d) of the Preferential Procurement Regulation 2022 (PPR 2022)

		POINTS	
SPECIFIC/PREFERENTIAL GOALS		80/20	90/10
B-BBEE compliance based on section10 of the BBBEE. Act (53 of 2003 as amended by act 46 of 2013).		8	4
Black ownership (51% or More)		4	2
Women ownership (51% of More)		4	2
Youth		2	1
People with Disabilities		2	1

B-BBEE status level of contributors	Number of points (80/20 system)	B-BBEE status level of contributors	Number of points (90/10 system)
1	8	1-2	4
2	7	3-4	3
3	6	5-6	2
4	5	7-8	1
5	4	Non-compliant contributors	0
6	3		
7	2		
8	1		
Non-compliant contributors	0		

Where,

Points for Bid Price (Ps)

Maximum of 80 points are allocated to Bid Price on the following basis:

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

Ps = Points scored for comparative price of the Bid under consideration

Pt = Comparative price of the Bid under consideration

P_{\min} = Comparative price of lowest qualified Bid

8. FORMAT OF PROPOSAL

8.1. Pricing must include the following:

- a) Hourly rate of the bidder inclusive of value added tax
- b) Administrative costs inclusive of value added tax
- c) Any other costs (specify) inclusive of value added tax.
- d) The assignment will be done on time and cost basis.

9. TRADITIONAL AFFAIRS RIGHTS

- 9.1.1 Traditional Affairs reserves the right to cancel this solicitation in whole or in part, at its sole discretion, at any time before the Agreement is fully executed.
- 9.1.2 This RFQ does not commit Traditional Affairs to award an Agreement, to pay any costs incurred by bidders in the preparation of their proposals submitted in response to this RFQ, or to procure or contract for services.
- 9.1.3 Traditional Affairs reserves the right to modify or cancel in whole or in part this RFQ, to reject all proposals, to accept the proposal it considers most favorable to Traditional Affairs' interests at its sole discretion.
- 9.1.4 Traditional Affairs further reserves the right to reject all proposals and seek new proposals when Traditional Affairs considers such a procedure to be in its best interest. If there is any evidence indicating that two or more bidders are in collusion to restrict competition or are otherwise engaged in anti-competitive practices, the proposals of all such bidders shall be rejected. The evidence of such practices shall be reported to the relevant authorities.
- 9.1.5 Traditional Affairs reserves the right to hold discussions and/or negotiations with any individual or qualified company, to interview or not, to request additional information or revised proposals or to request best and final offers if it is in the best interest of Traditional Affairs to do so. However, Traditional Affairs may make an award without

conducting any interview or negotiations; therefore, recommended service providers are encouraged to submit their best proposal at the outset.

9.2 INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP OF MATERIAL

- 9.2.1 All intellectual property rights relating to any work produced by the service provider in relation to the performance of this Contract shall belong to DTA.
- 9.2.2 The service provider shall give DTA all the required assistance in protecting such intellectual property rights.
- 9.2.3 All material, in paper, electronic or any recorded format produced by the service provider in the performance of this Contract shall remain the property of DTA and must be handed over to DTA within one month of the completion of the contract.
- 9.2.4 All service providers undertake not to infringe the intellectual property of third parties.
- 9.2.5 Should any action or claim be instituted DTA emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service providers hereby indemnify DTA against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

9.3 AMENDMENTS AND VARIATION

- 9.3.1 The terms of reference together with the offer made by the successful bidder and the acceptance thereof by DTA as well as the General Conditions of Contract shall constitute the formal agreement between DTA and the successful bidder.
- 9.3.2 No amendment of this agreement, variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to in writing and signed by both parties.
- 9.3.3 The service provider shall be appointed as an independent contractor and DTA shall not be held liable for any obligations or liabilities arising out of the actions of the service provider.
- 9.3.4 The service provider does not have the right to bind DTA in any way during the execution of his /her mandate under this contract.

9.4 ASSESSMENTS

9.4.1 Assessments of the performance of the service provider will be conducted during the relevant periods in line with activities referred to in paragraph 5.2 and in accordance with the key deliverables. If there is dissatisfaction with the performance, written notice outlining the deficiencies will be provided to the service provider who will have 14 days to rectify the deficiency, failing which the contract will be terminated.

9.5 TERMINATION OF THE CONTRACT

9.5.1 If the service provider does not commence to work on the project, and after 14 days written notice addressed to his/her domicilium address to start still fails to start to work on the project, this contract may be cancelled forthwith.

9.5.2 This contract may be cancelled for reasons other than poor performance or breach of contract, by giving the service provider 14 days' written notice to rectify or address the cause of concern where-after DTA shall have the right to summarily cancel the contract upon written notice to the service provider.

9.6 COMMUNICATION

9.6.1 All contract technical communication must be done via the Director: Internal Audit who is the designated contract Manager for the contract. Any other communication must be addressed to the Supply Chain Management office in writing by email: DTAQuotations@cogta.gov.za.

9.7 CONFIDENTIALITY

9.7.1 The existence of this agreement will be kept confidential as between the Company, DTA and the Appointed Consultant.

9.7.2 It is recorded that each of the parties have agreed not to disclose details of the negotiations in this matter and the content of this Agreement and to regard them as consisting of confidential information.

9.7.3 The parties specifically undertake not to disclose any such confidential information to any third party whomsoever (other to their respective shareholders) without the prior written consent of the other of them, save as may be required by law.

9.8 COSTING

- 9.8.1 Costing should be inclusive of VAT, taxes and all costs associated with the project.
- 9.8.2 No additional charges will be accepted by the department after issuing an official purchase order to the successful service provider.

10 REQUEST FOR PROPOSALS

All service providers are required to submit the proposals within the prescribed due date after the invitation of the RFP.

11 ENQUIRIES

Submit all enquiries preferable in writing for the attention of:

Administrative enquiries: Gladman Ndlovu
: Email address: DTAQuotations@cogta.gov.za
: 012 334 0652

Technical enquiries: Joseph Appel
: Email address: Josepha@cogta.gov.za
: 012 334 4974

10ART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)				
BID NUMBER:	DTA/RFQ/IA/04/2023-24	CLOSING DATE:	22/02/2024	CLOSING TIME: 11h00
DESCRIPTION	REQUEST FOR PROPOSAL TO CONDUCT AN AUDIT ON RISK MANAGEMENT PROCESSES			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
509 Pretorius Street				
Pencardia 1 Building, 3 rd Floor				
Arcadia				
0083				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Hellen Mokoka		CONTACT PERSON	Judy Mokgothu
TELEPHONE NUMBER	012 334 4910		TELEPHONE NUMBER	012 334 0655
FACSIMILE NUMBER			FACSIMILE NUMBER	
E-MAIL ADDRESS	dtaquotations@cogta.gov.za		E-MAIL ADDRESS	dtaquotations@cogta.gov.za
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<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	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	[IF YES ENCLOSURE PROOF]			[IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

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

DATE:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number: DTA/RFQ/IA/04/2023-24

Closing Date: 22/02/2024

Closing Time: 11:00

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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Grand Total inclusive of all cost

- Brand and model

- Country of origin

| Does offer comply with specification? *YES/NO

- If not to specification, indicate deviation(s)

| Period required for delivery

| *Delivery: Firm/not firm

- Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.
*Delete if not 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.

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.

SBD4

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

1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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 proprietor
- 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: