

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)</b>					
BID NUMBER:	GTAC 017-1-2023-24	CLOSING DATE:	1 MARCH 2024	CLOSING TIME:	11:00AM
DESCRIPTION	<b>FOR THE PROVISION OF TECHNICAL ADVISORY SERVICES TO THE DTIC REQUIRED SERVICE PROVIDER: SMS SKILLS AUDIT</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>GTAC TENDER BOX</b>					
<b>240 MADIBA STREET (CORNER THABO SEHUME STREET AND MADIBA STREET), PRETORIA</b>					
<b>NATIONAL TREASURY BUILDING: GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)</b>					
<b>GROUND FLOOR, RECEPTION AREA, GTAC TENDER BOX</b>					
<b>NB: ANY BID PROPOSAL THAT WILL BE DEPOSITED IN THE NATIONAL TREASURY TENDER INFORMATION CENTRE BOX WILL NOT BE CONSIDERED IF NOT DEPOSITED IN THE GTAC TENDER BOX BY THE CLOSING TIME.</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Lebakang Mogale		CONTACT PERSON	Lebakang Mogale	
TELEPHONE NUMBER	012 315 5280		TELEPHONE NUMBER	012 315 5280	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	psp@gtac.gov.za		E-MAIL ADDRESS	psp@gtac.gov.za	
<b>SUPPLIER INFORMATION</b>					
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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	
<b>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.</b>					

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 PIN 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: .....

## TERMS OF REFERENCE

**For the Provision of Technical Advisory Services to the dtic**

**Required Service Provider: SMS Skills Audit**

Project Number: 1269

<b>Name of Client</b>	Department of Trade, Industry and Competition (the <b>dtic</b> )
<b>Name of Project</b>	Fit For Purpose Senior Management Service (SMS) Skills Audit
<b>Contracting Authority</b>	Government Technical Advisory Centre (GTAC)
<b>Accountable Officer</b>	Ronette Engela: Accounting Officer, GTAC
<b>Budget Manager</b>	Emmanuelle Gille: Chief Director - Institutional Development Support
<b>Project Purpose</b>	To assess the skills of the SMS members of the <b>dtic</b> in order to advise on priority skills development interventions and explore alternative placement opportunities

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# 1 BACKGROUND INFORMATION

## 1.1 Introduction

With the support of the Government Technical Advisory Centre (GTAC), the Department of Trade, Industry, and Competition (the **dtic**) has embarked on a Fit-for-Purpose (FFP) Organisational Review project. The primary objective of this project is to design a service delivery model (SDM) and macro-organisational structure for the **dtic** linked to its strategy, structure, value chain, and people, while ensuring efficient resource allocation, and allowing for the optimal utilisation of employees' competencies.

A related objective of the FFP project is to assess the skills of the **dtic's** Senior Management Services (SMS) team with a view to identifying priority skills development interventions and exploring alternative placement opportunities. This needs to be done against a competency matrix that will detail the required leadership/managerial, behavioural, and professional/technical competencies.

As at 31 July 2023, the **dtic** employed 230 SMS members – the details are indicated below:

SMS Level	Number of SMS posts members
Salary level 16	1
Salary level 15	9
Salary level 14	62
Salary level 13	158
<b>TOTAL</b>	<b>230</b>

## 1.2 The request for assistance by GTAC

GTAC is executing the organisational review component of the FFP project with a team of Long-Term Advisors (LTAs). This team needs to be complemented by a Service Provider that can execute the skills audit component.

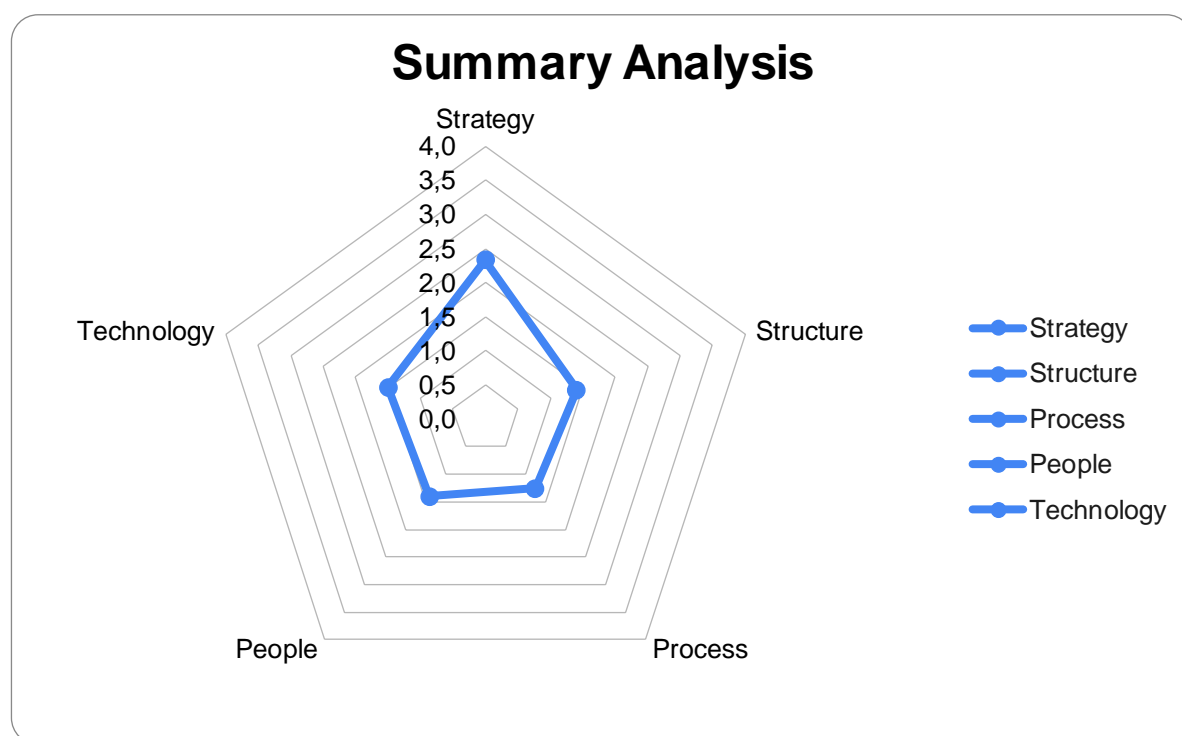
The **dtic** uses the competency framework for the SMS (and the Middle Management Services) that the Department of Public Service and Administration (DPSA) has developed but does not currently have a customised competency dictionary that reflects the professional/technical and behavioural competencies that are required to support delivery against its mandate and strategy.

The method to achieve the project purpose, is to compile a customised competency dictionary for the **dtic**, and based on this, to conduct a skills audit on the basis of which a skills database can be developed that will highlight the skills that are available against the skills requirements within the existing SMS team. On the back of individual feedback sessions, priority skills development needs

can then be identified and alternative placement opportunities can be explored, which would need to be summarised in a management report and presentation.

The process will start with the GTAC LTAs compiling a competency matrix that will define the required leadership/managerial, behavioural, and professional/technical competencies. The Service Provider will be required to convert the competency matrix into a fully-fledged competency dictionary and use this as the basis against which it should compile skills requirements for the different core and support capabilities required by the **dtic**, and then a skills audit against these skills profiles.

As part of the preparation for this work, the GTAC LTA team facilitated a session to conduct a maturity assessment of the **dtic**, as suggested in the Public Service Skills Audit Methodology Framework (PS-SAMF), which the DPSA issued under its Circular No 25 of 2023. The outcome of this maturity assessment is summarised below:



Overall, the **dtic** is assessed to be at the developing maturity level (rating of 2 out of 4), which means that the organisation is in the developmental phase with basic processes for developing, implementing and sustaining a competency framework in place, but with areas identified for further development, including the need to customise the DPSA frameworks that it uses as a basis, to ensure alignment to the departmental requirements.

It should be mentioned that all SMS members have already undergone the compulsory competency assessment, which includes competency-based exercises and certain psychometric tests. The idea is not to repeat or duplicate these but rather to conduct a refresher assessment of the priority management/leadership competencies of the SMS members, and a fresh assessment of their professional/technical and behavioural competencies, utilising **online self- and supervisory (180-**

**degree) assessments. Hence no competency-based or psychometric instruments are required as part of this assignment.**

At the briefing session, Service Providers will be provided with information about the priority skills requirements that the GTAC team, in conjunction with the **dtic's** HRD team, would have identified at that point. This should assist Service Providers in developing proposals on the approach they would suggest in developing a competency dictionary and the other outputs outlined below.

It should also be mentioned that, in this case, Service Providers will not be expected to prepare an Human Resource Development plan or Workplace Skills Plan.

## **2 OBJECTIVES OF THE SERVICES TO BE PROVIDED**

### **2.1 General objective**

The overall objective of GTAC's support is to provide technical assistance to the **dtic** in executing its FFP project.

The GTAC Long-Term Advisor (LTA) team assigned to this project consists of a Project manager; Organisation Development and Human Resource (OD & HR) advisors; a Financial Advisor and a Trade and Industry Sector Advisor.

### **2.2 Specific objectives**

In summary, the Service Provider is required to produce the following deliverables as part of the skills audit component of the FFP project:

- 2.2.1 Develop a competency dictionary that is aligned with the **dtic's** specific requirements, based on the prior work around a competency matrix that they will be briefed about.
- 2.2.2 Identify priority skills requirements for the SMS, based on the critical core and support skills required by the **dtic**.
- 2.2.3 Conduct a skills audit against these critical skills requirements.
- 2.2.4 Compile a database containing the skills audit results per individual, while showing the aggregate skills gaps per competency and competency cluster.
- 2.2.4 Prepare a management report, and on this basis conduct a management briefing, to provide an overall view of the SMS team's skills profile and skills development priorities, based on the skills audit results.
- 2.2.5 Develop individual feedback reports, and on this basis, provide feedback to each SMS member so that they are aware of their skills development needs and can participate in identifying suitable skills development interventions and possible alternative placement opportunities, in the form of a personal development plan.

These outputs are unpacked in more detail in paragraph 4.



### 3 REQUIRED EXPERTISE

- 3.1 A team of 6 experts is required, consisting of one (1) team leader and five (5) team members. In the event that more than five team members are proposed, then only the first five CVs will be evaluated. Should less than five be received, then the scores will still be divided by 5, which will automatically result in a lower average.
- 3.2 The Bidder must provide at least three (3) reference letters of credentials of skills audits conducted in other institutions or organisations. These reference letters must contain a date/have a date stamp and include the following details:
- a. the name of the client;
  - b. the period of the project (start and end date);
  - c. and scope of the work.
- 3.3 Team leader and team members' qualifications and experience:
- The bidder must distinguish between the team leader and team members for the purpose of evaluation.
  - The team leader should have a bachelor's degree or advanced diploma in one (1) of the following:
    - Psychology; or
    - Human Resource Management/ Development.
  - The team leader and team members should have at least five (5) years' relevant work experience<sup>1</sup>.
  - The team leader should have been involved in at least five (5) projects in managing skills audit projects.
  - Team members should have a bachelor's degree or advanced diploma in one (1) of the following:
    - Psychology; or
    - Human Resource Management/ Development.
  - The team members should have been involved in at least five (5) projects in executing skills audit projects.
- 3.4 The bidder must submit comprehensive CVs of the proposed key resources i.e. team leader and team members in the format provided at Annexure A.

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<sup>1</sup> For the team leader, "relevant experience" means experience in the human resource management/development field in either a management capacity, as a specialist or as management consultant(or a combination of these). For a team member, "relevant experience" means experience in conducting skills audits and developing comprehensive skills audit reports.

- 3.5 The bidder must have sufficient technical and logistical capacity to undertake this assignment. As proof, the bidder must provide details of its facilities, resources and capacity in the company profile to be attached to its bid.
- 3.6 The bidder must include in its technical proposal the approach it intends following in executing the project. This must include a credible project plan.

## 4 SCOPE OF THE WORK

### 4.1 Main outputs to be delivered and tasks to be performed

#### 4.1.1 *Competency Dictionary Development*

The Service Provider will be expected to develop a comprehensive competency dictionary that includes the following:

- Leadership/management competencies [including, but not necessarily limited to, the SMS competencies prescribed by the Department of Public Service and Administration (DPSA)].
- Behavioural competencies.
- Professional/Technical competencies.
- Four levels of proficiencies defined per competency identified (basic, competent, advanced, expert).

The competency dictionary will need to be informed by the competency matrix that will be briefed about. The competency and proficiency levels descriptors will need to be compiled in conjunction with the **dtic** HRD team and the GTAC LTA team.

#### 4.1.2 *Skills Requirements*

Skills requirements will then need to be developed per competency cluster for the **dtic's** core and support functions. These requirements will need to include both the required skills and the required proficiency levels per SMS level.

#### 4.1.3 *Skills Audit*

As mentioned earlier, there are 230 SMS members at the **dtic**. The Service Provider will need to conduct a skills audit in the form of online self- and supervisory assessments. The assessments must also include questions around the work experience, qualifications, and professional registration of the SMS members. The specific approach for the skills audit will need to be detailed in the methodology defined by the Service Provider, including the technology to be utilised.

#### 4.1.4 *Skills Audit Database*

A database needs to be developed that captures the skills audit results per SMS member assessed and the average scores for the relevant competency clusters and SMS levels, against the skills

requirements. Data also needs to be included on the qualifications, work experience and professional registration of the SMS members. The database needs to be provided to the **dtic** for utilisation.

#### *4.1.5 Skills Audit Management Report and Feedback*

A management report needs to be developed to provide an overall view of the SMS team's skills profile and skills development priorities, based on the skills audit results. Based on this report, a management briefing also needs to be conducted by means of a presentation.

#### *4.1.6 Individual Skills Assessment Reports and Feedback*

Individual feedback reports will need to be drafted and provided. Based on these, the Service Provider needs to conduct feedback sessions for each SMS member. The feedback reports need to include a personal development plan, to be fully populated based on the skills development needs identified during the skills audit and possible alternative placement options identified, based on the feedback discussion with the SMS member. The skills audit database and management report will need to be updated with the information flowing from the individual feedback sessions.

## **4.2 Outcomes**

The anticipated outcomes will be:

- An overall awareness of the skills and competencies that are present within the **dtic's** current group of SMS members.
- An awareness of the key skills and competency gaps that need to be addressed within the SMS group to allow the **dtic** to meet its mandate and strategy.
- An understanding of the SMS priority skills development interventions that are necessary within the **dtic's** unique environment.
- Information about possible alternative placement opportunities identified during the feedback sessions.

## **4.3 Project management**

The GTAC Project Manager, in consultation with the Project Team (inclusive of the **dtic** HRD team) as well as the Project Steering Committee, will approve the outputs of the Service Provider and will be responsible for quality control.

## **4.4 Reporting requirements**

The following reports will need to be developed:

- Project Inception Report to be submitted after the project inception meeting.
- Project Progress Reports to be submitted once a month on dates to be agreed.
- Competency Dictionary to be submitted on conclusion of this deliverable.
- Skills Requirements to be submitted on conclusion of this deliverable.
- Skills Audit Database to be submitted on conclusion of this deliverable.

- Management Report plus Presentation to be submitted on conclusion of this deliverable.
- Individual Feedback Reports to be submitted on conclusion of these.
- Project Close-Out Report at the end of the project.

All reports will need to be submitted in an accessible electronic format.

The Competency Dictionary, the Skills Requirements, and the Skills Audit Database will need to be submitted in an editable format such as MS Word and/or Excel. The format of these must be agreed with the Project Manager prior to submission of these.

The project inception report, project progress reports, individual feedback reports, management report and project close-out reports must be submitted in Word and PDF formats.

The successful Service Provider will report to the GTAC Project Manager, who will table these progress reports at the bi-weekly meetings of the Project Team and the monthly/bi-monthly meetings of the Project Steering Committee for ratification.

#### **4.5 Performance evaluation**

The GTAC project manager will assess the deliverables, in consultation with the Project Team and the Project Steering Committee, and in line with the objectives, scope of work and deliverables defined in this Terms of Reference.

## **5 ASSUMPTIONS AND RISKS**

### **5.1 Assumptions**

The following assumptions are made:

- All existing competency information will be provided to the Service Provider to support them in developing the competency dictionary.
- the **dtic**, through its HRD team, will identify and provide access to subject matter experts, from within its staff, to support the drafting and finalisation of competency definitions and proficiency levels.
- Timely review and feedback will be provided on draft documents submitted by the Service Provider.
- The project team will be made up of GTAC (the project manager) and members of the **dtic** team.
- The relevant resources will be available to provide input and engage in the process as necessary.
- The work will be undertaken utilising both face to face and online platforms.

### **5.2 Risks**

Key risks identified include:

- Availability of SMS members to participate in the skills audit process.

- Willingness of SMS members to participate in the skills audit and competency assessment process.
- Difficulties in obtaining access to individuals and documentation that could delay the project.
- Competing demands in the working environment that impact on turnaround times and decisions.

## 6 LOGISTICS AND SCHEDULE OF THE ASSIGNMENT

### 6.1 Location where the services are required

This project will be delivered at the **dtic** campus in Tshwane. Most SMS members are based at this campus though there are some that are based elsewhere, including in embassies in foreign countries. Since the assessments and feedback sessions will be conducted online, this should not present a challenge.

The Service Provider will be required to attend some meetings or make presentations in person at the **dtic** campus. However, most of the work will be conducted remotely / online.

### 6.2 Time frame and consulting days available for this project

The overall timeframe for the project is anticipated to be five months. The anticipated starting date is March / April 2024. The following timeframes are anticipated for the key milestones, while the consulting days allocated for these are also indicated<sup>2</sup>:

Milestone	Anticipated Duration	Consulting Days
Service Provider on-boarding and inception	1 week	10
Competency Dictionary development	4 weeks	15
Skills Requirements development	4 weeks	10
Skills Audit completion	4 weeks	20
Skills Audit Database completion	In parallel to Skills Audit	10
Management Report and Presentation completion	1 week	10

<sup>2</sup> The pricing of the Service Provider may not exceed the total number of consulting days that are available for the assignment. Note that the days allocated per milestone are indicative only and can therefore be reduced/changed/moved by the Service Provider. The pricing must also include associated costs such as licensing fees (if applicable).

<b>Milestone</b>	<b>Anticipated Duration</b>	<b>Consulting Days</b>
Individual Reports and Feedbacks completion	4 weeks	115
Project Close-Out	1 week	5
<b>TOTAL:</b>		<b>195</b>

### 6.3 Logistical support

The successful Service Provider will be provided with logistical support to facilitate the setting up of meetings, scheduling subject matter meetings, individual feedback meetings, and making other logistical arrangements.

The Service Provider is required to:

- Provide its own computers, connectivity, and tools of trade.
- Provide own office facilities and equipment.
- Make its own travel arrangements if required.
- Prepare and print any hardcopy documentation that it requires.

### 6.4 Contracting

GTAC will be the contracting authority.

## 7 EVALUATION CRITERIA

GTAC has set minimum standards that bidders must meet to be selected as a successful bidder.

<b>Stage</b>	<b>Description</b>
One	Administrative compliance and mandatory compliance
Two	<p>Technical Evaluation</p> <p>Bidders must submit information as per bid submission requirements. The submitted technical proposal must respond to the Technical Evaluation criteria cited in the Terms of Reference.</p> <p>The Proposals will be assessed based on the criteria below under paragraph 7.1. Bidders must meet the minimum threshold of 70% to be evaluated for the next stage: Price and Specific Goals</p>
Three	<p>Price and Specific Goals</p> <p>Preference points in the 80/20 formula will be used to evaluate this bid. Points are awarded to bidders for attaining a score for elements as indicated in the table under section 7.2. Bidders must provide the required information for evaluation purposes.</p>

## 7.1 Technical Evaluation Criteria

The technical evaluation of the bid will be based on an assessment of the proposed approach, references of the bidder, the CVs (in the prescribed format provided at **Annexure A**) of the team leader and proposed team members (including qualifications, relevant work experience, and specific relevant assignments completed) as well as the company profile.

The bid must attain a minimum score of **70%** in order to be considered for Price and Specific Goals evaluation in terms of Preferential Procurement Regulation (PPR) 2022. Where deemed necessary by GTAC, further negotiations on rates may be entered into.

The description and the quality criteria, and the maximum possible score for each criterion are shown in the table below:

	CRITERIA	SCORING	WEIGHT
<b>A</b>	<b>Team leader</b>		<b>40%</b>
This will be evaluated based on the CV (only one CV to be submitted) as per the format in <b>Annexure A</b> , plus certified copies of qualifications.			
1	Academic qualification in Psychology; or Human Resource Management/ Development	5 = Masters Degree (NQF 9) or higher 4 = Honours Degree / Post-Graduate Diploma (NQF 8) 3 = Degree/ BTech/Advanced Diploma (NQF 7), 2 = Diploma/Advanced Certificate (NQF 6) 1 = National Senior Certificate 0 = Non-submission of certified qualifications / non-submission of SAQA accreditation (where applicable), or non-relevant qualification	10%
2	Experience Number of years' relevant experience, namely in the human resource management/development field in either a management capacity, as a specialist or as management consultant (or a combination of these).	5 = > 10 years 4 = 8 - 10 years 3 = 5 – 7 years 2 = 2 - 4 years 1 = less than 2 years	20%
3	Skills requirements Number of completed projects that are relevant to this bid.	5 = 9 or more completed projects relevant to this bid 4 = 7 – 8 completed projects relevant to this bid 3 = 5 – 6 completed projects relevant to this bid 2 = 3 – 4 completed projects relevant to this bid 1 = 2 or less completed projects relevant to this bid	10%
<b>B</b>	<b>Team members</b>		<b>40%</b>
This will be evaluated based on the CVs as per the format in <b>Annexure A</b> ( <i>five to be submitted</i> ), plus certified copies of qualifications. The scores will be averaged for the five team members that are proposed. In the event that more than five team members are proposed, then only the first five CVs will be evaluated. Should less than five be received, then the scores will still be divided by 5, which will automatically result in a lower average.			

	CRITERIA	SCORING	WEIGHT
1	Academic qualification in Psychology; or Human Resource Management/ Development.	5 = Masters Degree (NQF 9) or higher 4 = Honours Degree / Post-Graduate Diploma (NQF 8) 3 = Degree/ BTech/Advanced Diploma (NQF 7), 2 = Diploma/ Advanced Certificate (NQF 6) 1 = National Senior Certificate 0 = non-submission of certified qualifications / non-submission of SAQA accreditation (where applicable), or non-relevant qualification	10%
2	Experience Relevant experience in conducting skills audits and developing comprehensive skills audit reports.	5 = > 10 years 4 = 8 - 10 years 3 = 5 – 7 years 2 = 2 - 4 years 1 = less than 2 years	20%
3	Skills requirements Number of completed projects that are relevant to this bid.	5 = 9 or more completed projects relevant to this bid 4 = 7 – 8 completed projects relevant to this bid 3 = 5 – 6 completed projects relevant to this bid 2 = 3 – 4 completed projects relevant to this bid 1 = 2 or less completed projects relevant to this bid	10%
<b>C</b>	<b>Suitability of company</b>		<b>20%</b>
	<b>Proposed approach</b> Approach and provisional project plan being proposed to execute the assignment.	5 = Excellent: Proposed approach includes innovative suggestions that goes to a significant extent beyond the minimum requirements as per these Terms of Reference and the project plan is realistic and achievable. 4 = Above average: Proposed approach goes to a limited extent beyond the minimum requirements as per these Terms of Reference and the project plan is realistic and achievable. 3 = Average: Proposed approach addresses only the minimum requirements as per these Terms of Reference and the project plan is realistic and achievable. 2 = Below average: Proposed approach addresses the minimum requirements as per these Terms of Reference but the project plan is not realistic and achievable. 1 = Poor: Both the proposed approach does not address the minimum requirements as per these Terms of Reference and the project plan is not realistic and achievable. 0 = Non-responsive: Proposed approach and/or project plan not submitted.	15%
	<b>References</b> This will be evaluated based on submitting dated and signed reference letters from	5 = Five (5) or more signed reference letters from different clients on completion of projects relevant to this bid	5%



CRITERIA	SCORING	WEIGHT
different clients attesting to the completion of projects that are relevant to this bid.	<p>4 = Four (4) signed reference letters from different clients on completion of projects relevant to this bid</p> <p>3 = Three (3) signed reference letters from different clients on completion of projects relevant to this bid</p> <p>2 = Two (2) signed reference letters from different clients on completion of projects relevant to this bid</p> <p>1 = One (1) signed reference letter from a client on completion of a project relevant to this bid</p>	
<b>TOTAL TECHNICAL POINTS</b>		<b>100</b>
<b>MINIMUM THRESHOLD</b>		<b>70%</b>

## 7.2 Preferential Procurement Evaluation (80/20 Principle)

The applicable formula (80/20) will be utilised to evaluate the bid, of which eighty (80) points are allocated for price as allocated in the enclosed form SBD 6.1. that must be completed. The remaining twenty (20) points are allocated for the specific goals as indicated in the table below:

Number of points allocated (80/20 system)	
Price	80
The specific goals in terms of this tender	20
Above 30% ownership for Historically Disadvantaged Individuals who had no franchise in national elections before the 1983 or 1993 Constitutions	10
Women percentage of ownership: 30% and above	10
Total	100

Terminology	Definition
<b>Black People</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.
<b>"Specific Goals"</b>	means specific goals as contemplated in section 2(1)(d) of the Act 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 <i>Government Gazette</i> No. 16085 dated 23 November 1994;
<b>Historically Disadvantaged Individual (HDI)</b>	means a South African citizen: <ol style="list-style-type: none"> <li>1. who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the</li> </ol>

	<p>Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the interim Constitution"); and/or</p> <p>2. who is a female; and/or</p> <p>3. who has a disability.</p> <p>provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI;</p>
--	--

## 8 BID SUBMISSION REQUIREMENTS

A two-stage bidding process will be followed, requiring 2 envelopes:

The 1<sup>st</sup> envelope must contain the technical proposal and the 2<sup>nd</sup> envelope must contain the financial proposal (SBD 3.3).

### 8.1 Administrative Requirements

Bidders must submit all Standard Bidding Documents (SBD), as outlined below. SBD forms must be completed in full and duly signed where required.

- a) Duly completed and signed Standard Bidding Documents (SBD 1, 3.3, 4 and 6.1).
- b) During this phase bid documents will be reviewed to determine compliance with tax matters and Central Supplier Database (CSD) number/ report for verification at closing date and time of bid.
- c) All bid proposals will also be assessed for compliance with the administrative requirements of the bid:

Document to be submitted	Requirement
Hard copy proposal delivered to GTAC tender box before closing date and time of the bid	Delivery of a hard copy proposal before the closing date and time.
SBD 1 - Invitation to bid	Complete and sign the supplied pro forma document.
Central Supplier Database (CSD) Registration Report or CSD Registration number or SARS Pin	Bidders <b>must</b> be registered on the Central Database System at the closing date and time of the bid.
SBD 3.3 - Pricing Schedule	Complete and sign the supplied pro forma document.
SBD 4 – Bidder's Disclosure	Complete and sign the supplied pro forma document.
<p><b>Note:</b></p> <p><i>Bidder's must submit the attached SBD 4 document. A bid may be disqualified if this disclosure is found not to be true and complete in every respect. The following definitions should be considered when completing the form:</i></p>	

Document to be submitted	Requirement
<p>- “Person” means a bidder or supplier or shareholder, director, trustee, partner, member of a bidder or supplier having the controlling interest in the bidder or supplier.</p> <p>- “State” means a national or provincial department, national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament.</p>	
SBD 6.1 – Preferential Claim Form in terms of Preferential Procurement Regulation (PPR) 2022	Complete and sign the supplied pro forma document.

### 8.1.1 Tax Clearance Status

A valid tax pin must be provided for purposes of verifying that the tax matters of the bidder are in order and must be submitted at the closing date and time, where consortium/joint ventures/sub-contractor are involved, each party to the association must submit a separate validation of Tax status i.e. Registration number from Central Supplier Database (CSD) must be provided with this bid.

Bidder’s tax matters must be compliant at the time of award. In case where a bidder’s tax matters are non-compliant a bidder will be given a minimum of seven (7) days to remedy the tax matters. Failure to remedy this will invalidate the bid.

## 8.2 Mandatory Requirements

Bidders should ensure that the following submission requirements are included in their bids, failure to adhere to any of these requirements will result in a disqualification:

- 8.2.1 Bidders must be registered on the Central Supplier Database (CSD) on the closing date and time of the bid.
- 8.2.2 Any bidder representative (Director/Shareholder/Proposed Resource) who is employed by the state will not be considered. i.e., in the event that a bidder representative is in the employ of the state, such a bid proposal will not be considered.
- 8.2.3 Submission of the technical proposal.
- 8.2.4 Submission of a price proposal is required as per SBD 3.3.

## 8.3 Technical Evaluation requirements

Bidders should ensure that the following submission requirements are included in their bids.

### 8.3.1 CV Template

- 8.3.1.1 The CV of the proposed team leader and members should be submitted in the prescribed format provided in **Annexure A**.

- 8.3.1.2 Bidders must submit all the information required for evaluation purposes in the CV of the proposed advisor including her/his qualifications, skills and experience; as well as the track record of the advisor in conducting similar assignments.
- 8.3.1.3 CVs of one individual for the team leader role and five (5) CVs for the team member roles must be submitted as part of one bid. Bidders must ensure that CVs are signed by the respective individuals confirming that he/she is not included in bids from other service providers. GTAC reserves the right to confirm with individuals where their names appear in more than one bid.
- 8.3.1.4 Non-compliance with the CV requirements above may result in lower scores if the information needed for the technical evaluation cannot be inferred from the CVs that are submitted.

### **8.3.2 Proof of Qualifications**

- 8.3.2.1 Bidders must provide supporting documentation as proof of educational qualifications as well as all required certificates. Please note that a bidder will be requested to provide certified copies of certificates prior to the award being made.
- 8.3.2.2 Please note Certificate of membership shall not be deemed as proof of educational qualification (Education qualifications refers to certifications issued by institutions of high learning e.g., Certificate, diploma, degree, etc.)
- 8.3.2.3 Non-submission of qualifications will lead to a score of zero for the qualifications' technical criterion (section A of the evaluation criteria).
- 8.3.2.4 All international qualifications must be accompanied by South African Qualifications Authority (SAQA) Accreditation.
- 8.3.2.5 Non-submission of SAQA confirmation will lead to a score of zero for the qualifications' technical criterion (section A of the evaluation criteria).
- 8.3.2.6 Non-compliance with the proof of qualifications requirements above may result in lower or zero scores if the information needed for the technical evaluation cannot be inferred from the information that is submitted.

### **8.3.3 Reference letters**

- 8.3.3.1 The Bidder must provide signed reference letters of skills audits conducted in other institutions or organisations.
- 8.3.3.2 The reference letters must be dated and include (1) the name of the client; (2) the period of the project (start and end date); and (3) scope of the work.
- 8.3.3.3 A reference letter that is submitted that does not meet the above requirements, will be disregarded.

### **8.3.4 Price proposal**

8.3.4.1 Submission of a price proposal required in the proforma format. (SBD 3.3).

8.3.4.2 Bidders need to provide daily rates, inclusive and exclusive of VAT.

8.3.4.3 Proof of compliance to specific goals must be submitted as part of the Price Proposal. Proof can be ID documents, company registration. If there is non-submission, a bidder will obtain a score of zero for specific goals.

**Failure by a bidder to comply with the above minimum requirements may result in such Bidder's proposal not being evaluated further or affect the technical evaluation score that is awarded.**

## **9 BID VALIDITY PERIOD**

The bid will be valid for a period of 90 (ninety) days from the closing date of the bid.

## **10 NON-COMPULSORY BRIEFING SESSION**

A non-compulsory briefing session will be held on 16 February 2024 at 10:00am virtually through Microsoft (MS) teams:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Mzk3ZGRhMjYtNzdiYS00OTg1LThtNjltY2EyNWRjZjI5YTUz%40thread.v2/0?context=%7b%22Tid%22%3a%221a45348f-02b4-4f9a-a7a8-7786f6dd3245%22%2c%22Oid%22%3a%226e14a0c5-ea12-45bc-a2b4-21503c4d8e81%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mzk3ZGRhMjYtNzdiYS00OTg1LThtNjltY2EyNWRjZjI5YTUz%40thread.v2/0?context=%7b%22Tid%22%3a%221a45348f-02b4-4f9a-a7a8-7786f6dd3245%22%2c%22Oid%22%3a%226e14a0c5-ea12-45bc-a2b4-21503c4d8e81%22%7d)

## Annexure A: CV Template

Template is also attached in MS Word format for completion by bidders.

<b>Personal Information:</b>	Surname	
	First names	
	Identity Number	
	Date of birth	
	Sex	
	Nationality	
<b>Contact Details:</b>	Telephone number (land line)	
	Cell Number	
	Email Address	
<b>Proposed Role:</b> (tick the relevant box)	Team leader	
	Team member	

### **Candidate background checks**

Are you a South African citizen?	Yes	No
If no, what is your nationality?		
Do you have a valid work permit? (only if non-South African)	Yes	No
Are you currently in the employ of the state	Yes	No
If yes, please provide details		
Have you ever been charged and convicted with a criminal offence?	Yes	No
If yes, please provide details of offence and the sentence imposed:		
Do you have any pending criminal case against you?	Yes	No
If yes, please provide details		
Have you ever been dismissed for misconduct?	Yes	No
If yes, please provide details		
Do you have any pending disciplinary case against you?	Yes	No
If yes, please provide details		
Have you resigned from a recent job pending any disciplinary proceeding against you?	Yes	No
If yes, please provide details		

## **Candidate's Employment/Professional History**

(Add additional entries if required. *Please start with the most recent employment and include the start date (MM/YY) and end date (MM/YY) related to each employment under the first column.*)

Date				Position Held	
				Description of your duties; highlighting experience relevant to the services required in this bid	
Start		End			
M	Y	M	Y	Employer's Name	
				Employer's locality and contact details	
Date				Position Held	
				Description of your duties; highlighting experience relevant to the services required in this bid	
Start		End			
M	Y	M	Y	Employer's Name	
				Employer's locality and contact details	
Date				Position Held	
				Description of your duties; highlighting experience relevant to the services required in this bid	
Start		End			
M	Y	M	Y	Employer's Name	
				Employer's locality and contact details	

**Bidders must note that for evaluation purposes experience not relevant to services required in this bid will not be considered or counted in the overall number of years' experience.**

## Record of Candidate's Experience in Area of Expertise Required

<b>Specific experience in Area of Expertise required</b>	<b>Insert area of expertise (i.e. Human Resource Management)</b>	<i>&lt;In 600 words or less, please highlight the demonstrated knowledge and experience you have in the role selected as per the Functionality Evaluation Criteria Table in the TOR</i>																									
	<b>Years' experience</b> [insert area of expertise]	<i>&lt;Please clearly state the following information:</i> <table border="1" data-bbox="691 1167 1436 1482"> <thead> <tr> <th>Position held</th> <th>Employer/ Organisation</th> <th>Start date (MM/YY)</th> <th>End date (MM/YY)</th> <th>Total period (e.g. 3Y_6M)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Position held	Employer/ Organisation	Start date (MM/YY)	End date (MM/YY)	Total period (e.g. 3Y_6M)																				
Position held	Employer/ Organisation	Start date (MM/YY)	End date (MM/YY)	Total period (e.g. 3Y_6M)																							

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

<b>Qualification Awarded</b>	
Name of Institution	
Date	
<b>Qualification Awarded</b>	
Name of Institution	
Date	
<b>Qualification Awarded</b>	
Name of Institution	
Date	
<b>Qualification Awarded</b>	



Name of Institution	
Date	

- Copies of all qualifications must be attached.
- International qualifications must be accompanied by SAQA accreditation. Certificate of membership shall not be deemed as proof of educational qualification.
- Non-submission of academic qualifications and SAQA accreditation certificate (if applicable) will result in disqualification.

**Membership of Professional Bodies:**

<b>Professional body name</b>	
Membership no	
<b>Professional body name</b>	
Membership no	
<b>Professional body name</b>	
Membership no	

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

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

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

<b>NAME OF CLIENT</b>	<b>CLIENT CONTACT PERSON &amp; HER/HIS TELEPHONE OR CELLPHONE NUMBER</b>	<b>NAME OF PROJECT</b>	<b>ROLE &amp; CONTRIBUTION OF TECHNICAL ADVISOR TO THE PROJECT</b> (State clearly whether or not the advisor <b>managed skills audit projects</b> , or as <b>a team member, executed skills audits</b> )	<b>PERIOD OF PROJECT EXECUTION</b> (State clearly the start and end date)

I hereby confirm that the above information is true and accurate and that my CV has not been submitted by another service provider for the same bid.

**Name:**

**Signature:**

**Date:**

## 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 interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

---

<sup>1</sup> 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 consortium<sup>2</sup> 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

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 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**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) **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	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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 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

## 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: 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.)***

**Failure to claim points on this section or non-submission of evidence would result in a score of 0.**

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)
Above 30% ownership for Historically Disadvantaged Individuals who had no franchise in national elections before the 1983 or 1993 Constitutions	10	
Women percentage of ownership: 30% and above	10	
Total	20	

NB\* Bidders may refer to paragraph 7.2 of the Terms of Reference (ToR) for preferential procurement evaluation.

#### **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:** .....

.....  
.....

### SBD 3.3

#### **PRICING SCHEDULE**

NAME OF BIDDER: .....

**BID NO: GTAC 017-1-2023-24**

**CLOSING TIME: 1 MARCH 2024 at 11h00**

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

**BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX**

**GTAC 017-1-2023-24: FOR THE PROVISION OF TECHNICAL ADVISORY SERVICES TO THE DTIC**

**REQUIRED SERVICE PROVIDER: SMS SKILLS AUDIT**

Remuneration of the Service Provider will be payable in South African Rands, on a **fixed price basis**. Any conditions and assumptions (that are likely to alter the price offer) will not be entertained.

*Complete the tables below accordingly:*

**a) Team Leader**

Role	Name of resource	Daily rate (VAT inclusive)	Number of days	Total (VAT Inclusive)
				R

**b) Team members**

Role	Name of resource	Daily rate (VAT inclusive)	Number of days	Total (VAT Inclusive)
				R
				R
				R
				R
				R

- c) **Quotation/proposal for the execution of the entire project, including the following deliverables/items:**

	<b>Deliverable/Item</b>	<b>No of consulting days</b>	<b>Total (VAT Inclusive)</b>
1	Onboarding and Inception		
2	Competency Dictionary Development		
3	Skills Requirements Development		
4	Skills Audit Completion		
5	Skills Audit Database Completion		
6	Management Report and Presentation Completion		
7	Individual Reports and Feedbacks Completion		
8	Project Close-Out		
	Any other costs (specify)	-	
	<b>Total</b>		

**NOTES:**

- a) Financial Proposal for this assignment should cover ALL activities as per the Terms of Reference. Any condition or assumption that will alter the financial proposal will not be entertained.
- b) Total number of consulting days may not exceed 195 days.