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INSURANCE BROKERS TO ADVISE ON INSURANCE REQUIREMENTS FOR TCTA PROJECTS FOR 60 MONTHS

Bid Number:	32/2020/PMID/INSURANCE/BROKER/RFB
Briefing Session:	Compulsory *
Briefing Session Date and Time: Briefing Session Venue:	<p>24 January 2024 at 11:00 AM</p> <p>The briefing meeting will be held Online. Microsoft Teams details to join the meeting: -</p> <p>Meeting ID: 371 364 111 048</p> <p>Passcode: 5szdjx</p> <p>Upon joining, bidders should navigate to the chat box to register the following information:</p> <ul style="list-style-type: none"> • Name and Surname of the bidder's representative, • The name of the bidder, and • The bidder's email address & telephone number.
Clarifications Deadline:	14 February 2024 at 04:00 PM
Closing Date and Time:	19 February 2024 at 02:00 PM
Bid Validity Period:	120 Calendar Days
Bid Submission Physical Address:	<p>Proposals must be hand delivered at TCTA's offices located at the address indicated below and addressed to The Receiving Officer, and marked RFB No: 32/2020/PMID/INSURANCE/BROKER/RFB on or before the closing date and time:</p> <p>1st Floor, Building No. 9, Byls Bridge Office Park, 11 Byls Bridge Boulevard, Highveld CENTURION 0157</p>
Enquiries:	<p>Name: <i>G Mnisi</i></p> <p>Email Address: tenders01@tcta.co.za</p>

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<i>ANNEXURE</i>	<i>SBD</i>	<i>DESCRIPTION</i>
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<i>H</i>	<i>N/A</i>	<i>PRICE SCHEDULE</i>
<i>I</i>	<i>N/A</i>	<i>PROJECT DESCRIPTIONS</i>

B-BBEE	Broad Based Black Economic Empowerment in terms of the Broad Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act).
B-BBEE STATUS LEVEL OF CONTRIBUTOR	The B-BBEE status received by a measured entity issued in terms of section 9(1) of the B-BBEE Act.
BID SUBMISSION	A bidder's written proposal in response to an Invitation for Bids (Request for Bids/Quotations/ Information etc.)
BLACK PEOPLE	Africans, Coloureds and Indians as defined in the Broad Based Black Economic Empowerment Act 53 of 2003
CONSORTIUM OR JOINT VENTURE OR CONSORTIUM	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;
CONSULTANT	A professional person appointed to provide technical and specialist advice or to assist with the design and implementation of projects. The legal status of this person can be an individual, a partnership, a corporation or a company.
CONTRACT	A legal agreement or National Treasury issued Standard Bid Document Number 7 signed by TCTA and a successful bidder. This term does not refer to the actual bid process.
CONTRACT MANAGER	A representative from the Requesting Department that will be responsible for monitoring the day-to-day activities related to the contract
DESIGNATED SECTORS	Sectors, sub-sectors or industries that have been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
EME	means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act
PROCUREMENT SPECIALIST	Any person in the Procurement Unit who is responsible for managing a bid process from start to finish
PO	A Purchase Order generated by the Procurement Unit after the conclusion of a successful bid process authorizing the expenditure against an awarded contract.
QSE	means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
RD	A requesting department withing TCTA or its representative

SUPPLIER	A juristic person or legal entity that provides goods or services to TCTA.
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2 PREPARATION OF BID SUBMISSIONS

- 2.1 Bidders are required to comply fully with this Request for Bid (RFB) including annexures during submission to TCTA.
- 2.2 In order for a Bid Submission to be acceptable, it must:
- Not be late and it must be delivered to the address stated on the front page. TCTA shall not accept nor be obliged to accept Bid Submissions submitted after the stipulated closing date and time, notwithstanding that such late submission is as a result of circumstances beyond the Bidder's control;
 - Clearly reflect the Bid description and bid number on the outer packaging;
 - Contain a firm and unconditional price; and
 - Contain all signed and completed Annexures.
- 2.3 TCTA reserves the right to reject bids that are not acceptable and to not evaluate them. This section is subject to the provisions in section 9.2 of the Conditions of Bid.
- 2.4 Bidders must provide 2 (two) copies of the Bid submission and one electronic copy on an unencrypted USB.
- 2.5 This Bid has 5 stages of evaluation summarised in the document below. Each stage reflects the process of evaluation. Bid submissions must be neat and legible and prepared in the same order as the stages of evaluation. Each stage must be clearly marked.

3 PURPOSE OF RFB

- 3.1 TCTA will be funding and implementing the following projects:
- **MOKOLO CROCODILE RIVER WATER AUGMENTATION PROJECT PHASE -2 (MCWAP-2A);**
 - **BERG RIVER VOËLVLEI AUGMENTATION SCHEME (BRVAS); and**
 - **UMKHOMAZI WATER PROJECT (uMWP-1).**
- 3.2 TCTA has to ensure that appropriate and cost-effective insurance cover is procured for the projects above.
- 3.3 TCTA invites proposals from suitably qualified and experienced Insurance Brokers to advise on the insurance requirements, procurement of insurance policies for the above and to administer these insurances.
- 3.4 Descriptions of the above projects are attached as Annexure I.

4 SCOPE OF WORK

The Broker will be required to procure covers for the above and advise on all Employer Principal Controlled Insurances (Contractors All Risks, SASRIA, Public Liability) and any related matters, including risk assessments and claims administration prior to and during the construction, maintenance, and initial period of operation of the projects.

The Broker will also administer PI claims against the Service Providers PI Insurances and the services in relation to this deliverable will only be limited to claims administration and advice.

In all cases, the method of procurement of insurance policies shall be based on quotations, based on terms of insurance to be stipulated by the Broker after agreement of such terms with TCTA. Insurers may offer alternative terms with appropriate adjustments to the premiums for TCTA's consideration. The quotations process will be administered by the Broker. The Broker shall provide a comprehensive report to the TCTA on the various quotations received from the Insurers/Re-insurers and make fully motivated recommendations to TCTA.

4.1 TASKS FOR THE INSURANCE BROKER

The Scope of Services includes but will not be limited to:

4.1.1 TASK 1: REVIEW INSURANCE POLICIES

The Broker shall carefully review the project details prepared by TCTA, and its consultants, including but not limited to the engineering, environmental, social, and other consultants, so that a full appreciation of the risks and liabilities of the various parties are fully understood.

The Broker shall review and comment on the appropriateness and cost-effectiveness of the covers, based on the additional information made available after award of the contract.

The Broker's findings and recommendations shall be submitted to the TCTA in the form of an Inception Report, which shall as a minimum address:

- a) Identification of risks and liabilities carried by the various Parties involved in each of the aforementioned projects, including risks and liabilities to third parties.
- b) Identification and explanation of the various types of insurance policies available on the market to cover the identified risks and liabilities.
- c) Estimates of the cost (premiums payable) for each of the policies identified.
- d) Recommendation of the optimum balance between premium economy, cover and levels of deductibles for the insurances.

In addition, the Broker shall provide pro-forma or example policy wordings for each of the insurances recommended.

4.1.2 TASK 2: PROCUREMENT OF INSURANCE POLICIES

Upon approval by TCTA of the recommendations in the Inception Report (or modified recommendations), the Broker shall embark on a process of competitively procuring insurance policies that conform with the agreed package of insurances. To this end the Broker shall:

- a) Clearly specify the appropriate insurance policies to be procured.
- b) Obtain quotes for conforming insurances from reputable Insurers/Re-insurers and present those to TCTA.
- c) If alternatives are offered, to assess and report on the appropriateness of the alternative and how it may impact on the risks and liabilities of the Parties to the projects, as well as the cost-effectiveness of the alternatives.
- d) Prepare a Report on the various quotes and recommend to TCTA the overall package that should be purchased. The Report should cover the entire spectrum of insurances so that no gaps in cover are left, as well as the standing, reputation, and experience of the Insurer/Re-insurer.

- e) The Broker will then be required to make a presentation of his Report to TCTA and its advisors.
- f) Upon approval by TCTA, the Broker will be instructed to procure the relevant insurance policies.

Upon receipt of each insurance policy, the Broker shall check that the wording of the policy conforms with the insurance requirements agreed upon and that there are no gaps in the overall cover. The Broker shall, if required, also explain to the TCTA and its advisors/consultants the policy wording so as to ensure that its impact is clearly understood and amend the relevant insurance clauses in the construction contract in accordance the applicable policies.

4.1.3 TASK 3: ADMINISTRATION OF INSURANCES DURING CONSTRUCTION

During construction, the Broker shall:

- a) Formulate a system for identification of potential claims and changes in risk by accessing the human resources of the Employer, Professional Engineering Consultants and Contractors so as to maximise the benefits of the insurance protection, and thereafter to maintain and upgrade the system as necessary.
- b) Formulate a claims procedures manual to be used by the Insured Parties in the event of a claim occurring, and thereafter to maintain and upgrade the system as necessary.
- c) Formulate an appropriate claims reporting, documentation, retrieval and handling procedures for in-house use by the TCTA and in conformity (as may be required) with the Promotion for Access to Information Act, 2001.
- d) Make a presentation to the Site Supervision personnel, including those of the Contractor, in which the various insurance policies and any actions or reports required of them are fully explained.
- e) Provide a quarterly risk assessment report.

And for the duration of construction, Defects Liability Period and until all claims have been resolved:

- a) Liaise with the TCTA's staff, Professional Engineering Consultants and Contractors as necessary and on a continuing basis for the administration of the insurances until the projects are entirely completed.
- b) Attend meetings and inspections on Site at not less than 3 monthly intervals to identify changes in risk and potential claims and to negotiate these as required with the Insurers.
- c) Liaise with the Insurers/Re-insurers to ensure that they are kept fully informed of progress on each construction contract on a project and any changes in risk.
- d) Advise on and administer any claims made against the policies (whether or not they fall within the deductible amounts).

Services of the Brokers in relation to PI will be limited to claims administration, assistance and advice, and Consultants will procure their respective PI covers. The Brokers will assist TCTA with professional indemnity claims including but not limited to:

1. Claims submission.
2. Particulars of claim compilation.
3. Claim quantification.
4. Engagement with the PSP's Brokers.
5. Engagement with Loss Adjustors etc.

The Broker is expected to compile a close-out /lesson learned report on conclusion of Services.

4.2 INSURANCE COVER REQUIREMENTS

The insurance cover for construction works is to be provided in an all-inclusive package referred to as Principal Controlled Insurance (PCI). TCTA will buy covers and the contractor will be responsible for related deductibles. The insurance policies should cover the followings aspects:

- Contract All Risk (CAR) - Physical loss or damage to the Works under an insurance policy which provides cover on an "All Risks" basis in respect of accidental physical loss or damage to the works (both permanent and temporary) including all materials, machinery, equipment, infrastructure and other things for incorporation in the permanent or temporary works.
- SASRIA –SASRIA which provides indemnity against loss of or damage to the works directly related to:
 - (i) any act (whether on behalf of any organisation, body or person, or group of persons) calculated or directed to overthrow or influence any State or government, or any provincial, local or tribal authority with force, or by means of fear, terrorism or violence;
 - (ii) any act which is calculated or directed to bring about loss or damage in order to further any political aim, objective or cause, or to bring about any social or economic change, or in protest against any State or government, or any provincial, local or tribal authority, or for the purpose of inspiring fear in the public, or any section thereof;
 - (iii) any riot, strike or public disorder, or; any act or activity which is calculated or directed to bring about a riot, strike or public disorder;
 - (iv) any attempt to perform any act referred to in clause (i), (ii) or (iii) above;
 - (v) the act of any lawfully established authority in controlling, preventing, suppressing or in any other way dealing with any occurrence referred to in clause (i), (ii), (iii) or (iv) above.
- Public Liability Policy -The Insurers indemnify the Insured against all amounts which the Insured is or may become legally liable to pay as compensation or damages or costs and expenses arising out of or in connection with:
 - (a) death, bodily or mental injury or illness or disease of or to any third-party person
 - (b) physical loss or damage to tangible third-party property occurring during the Period of Insurance and arising out of or in connection with the Insured Contract.

In addition, Insurers indemnify the Insured against all costs and expenses incurred with the consent of the Insurers in connection with the defence or settlement of any claim hereunder.

4.3 TYPES OF INSURANCES REQUIRED

4.3.1 CAR, PL & SASRIA

ITEM	STRATEGY	NOTES
General	Principal Controlled Insurance (PCI) where TCTA has direct access to the insurance cover as Employer.	(a)
Insured	TCTA – “the Employer” All Contractors undertaking works for or on behalf of the Employer	(b)
Limit of Indemnity	To be advised on the sum insured depending on whether each construction contract on a project is insured individually versus a portfolio.	(c), (d)
Deductible amount	To be advised on the deductible amount depending on whether each construction contract on a project is insured individually versus a portfolio.	(c)
Period of cover	1. MCWAP-2A <ul style="list-style-type: none"> Contract Start: June 2024 Ready for Trial Operation: March 2028 Ready for Operation: June 2028 contract Close Out: September 2029 2. BRVAS: <ul style="list-style-type: none"> Contract Start: July 2025 Ready for Trial Operation: February 2027 Ready for Operation: May 2027 Contract Close Out: August 2028 3. uMWP-1 <ul style="list-style-type: none"> Contract Start (Tunnel): September 2027 Contract Start (Dam): June 2028 Ready for Trial Operation: June 2032 Ready for Operation: November 2032 Contract Close Out: December 2033 	(e)
Date of placement	Prior to the commencement of the main construction activities.	

Notes:

- a) The dates above are indicative and will be confirmed with a successful Insurance Broker.
- b) Principal Control Insurance with TCTA as Employer is a pre-requisite.
- c) In addition, the Insured must include the contractors and all its sub-contractors, suppliers, manufacturers, consultants, etc.
- d) The sum insured and amount of deductible is still to be decided.
- e) This insurance is not intended to cover the Contractor’s construction equipment or materials, Plant, etc. off Site or in transit to Site.

4.3.2 PI

Professional Indemnity will be limited to claims administration and advice in the context of suit of risks like extension of time and design errors as respective Professional Services Providers will procure their respective sufficient covers in terms of the contractual obligations.

5 DURATION OF CONTRACT

The maximum duration of the contract shall be 60 months inclusive of the construction period, 12 months defects liability and followed by 24 months run off period.

6 COMPANY EXPERIENCE REQUIRED

TCTA requires a seasoned insurance broker with experience on Principal Controlled Insurance and civil construction insurance. The insurance broker must also exhibit insurance recovery track record as articulated in the evaluation criteria. Additionally, the insurance broker must command experience in advising clients on Contract Works, Public Liability, and other construction contract insurances, design and procurement of such Insurance policies, and administration of such insurance.

7 PERSONNEL EXPERIENCE REQUIRED

To support the account, TCTA requires a Portfolio Executive, Portfolio Manager and a Portfolio Administrator with minimum experience as detailed in the evaluation criteria.

8 STAGES OF EVALUATION

8.1 STAGE 1: ATTENDANCE OF COMPULSORY BRIEFING SESSION

The briefing session will be held online and TCTA will refer to the online attendance register to confirm if a bidder attended the compulsory briefing session.

Failure to attend a compulsory briefing session will result in a bidder being disqualified at this stage and not evaluation further.

8.2 STAGE 2: RETURNABLES

ALL RETURNABLES ARE REQUIRED FOR PURPOSES OF EVALUATION IRRESPECTIVE OF WHETHER THEY ARE DESIGNATED MANDATORY OR NOT.

No.	Document Purpose	Description	Status
1.	Functionality	Understanding of the Assignment The Broker shall review and comment on the appropriateness and cost-effectiveness of TCTA's insurance strategy, and shall provide as a minimum the following: <ul style="list-style-type: none">• Identify the generic and high-level specific risk and liabilities carried by the various Parties involved in the aforementioned	Non-Mandatory

No.	Document Purpose	Description	Status
		<p>projects, including risks and liabilities to third parties.</p> <ul style="list-style-type: none"> Identify and explain the various types of insurance policies available on the market to cover the identified risks and liabilities. 	
2.	Functionality	<p>Company experience in Civil Construction Insurance Assignments</p> <ul style="list-style-type: none"> See Forms 1A, 1B, 1C and 1D 	Non-Mandatory
3.	Functionality	<p>Key Personnel</p> <ul style="list-style-type: none"> See Forms 2A, 2B and 2C 	Non-Mandatory
4.	Functionality	Proof of Professional Registration	Non-Mandatory
5.	Functionality	Copy of CVs of proposed key personnel	Non-Mandatory
6.	Compliance	Proof of registration on the National Treasury Central Supplier Database.	Non-Mandatory
7.	Compliance	Tax Compliance Status Pin	Non-Mandatory
8.	Functionality	<p>BBBEE Certificate issued by Verification Agency approved by SANAS or Sworn Affidavit for EMEs and QSEs</p> <p>Or in case of Joint Ventures: Consolidated BBBEE issued by Verification Agency approved by SANAS, or an Affidavit for EME and QSE.</p>	Non-Mandatory
9.	Compliance	SBD 1	Non-Mandatory
10.	Compliance	SBD 4	Non-mandatory
11.	Compliance	SBD 6.1	Non-mandatory
12.	Compliance	SBD 7.2	Non-Mandatory
13.	Compliance	Joint Venture agreement or Memorandum of Understanding (Should the bidding entity involve more than one legal entity).	Non-mandatory.
14.	Functionality	Price Schedule	Mandatory

Any Bidder who fails to submit a non-mandatory document will receive zero points where that document is linked to specific functionality criteria. Any Bidder who fails to submit mandatory documents will be disqualified at this stage and not evaluated further.

8.3 STAGE 3: FUNCTIONAL EVALUATION

TCTA will evaluate the submissions for functional capacity and capability. TCTA will evaluate the submissions in terms of the functional criteria set out below.

8.3.1 Understanding of the Assignment and Company Experience

Evaluation Category	Description	Max Score																
Understanding of the Assignment (Complete Form 1A under Annexure A and submit item 1 in the returnable table above)	Identify generic and high-level specific risks and the parties responsible for those risks. <ul style="list-style-type: none">Points will be allocated as follows: - <table><thead><tr><th>Number of Generic and high-level specific Risks</th><th>Points allocation</th></tr></thead><tbody><tr><td>< 10</td><td>0</td></tr><tr><td>10</td><td>1</td></tr><tr><td>11</td><td>2</td></tr><tr><td>12</td><td>3</td></tr><tr><td>13</td><td>4</td></tr><tr><td>≥ 14</td><td>5</td></tr></tbody></table>	Number of Generic and high-level specific Risks	Points allocation	< 10	0	10	1	11	2	12	3	13	4	≥ 14	5	10		
	Number of Generic and high-level specific Risks	Points allocation																
	< 10	0																
	10	1																
	11	2																
12	3																	
13	4																	
≥ 14	5																	
Identify and describe the insurance policies available in the market to cover the identified risks and liabilities: -																		
1 point per correct insurance policy up to a maximum of 5 points.																		
NB: Points will only be allocated per correct identification of policy and description.																		
Company experience in Civil Construction Insurance Assignments Form 1B)	Advising clients on contract works, public liability and other construction contract insurances including design, procurement, and administration thereof for projects ≥ R 100 million. Complete Form 1B under Annexure A <ul style="list-style-type: none">2 points for every advice for a project above R100 million, to a maximum of 10 points.	10																
	Principal Controlled Insurance experience of large construction projects ≥ R100 Million. Complete form 1C under Annexure A <ul style="list-style-type: none">1 point for every large construction project (≥R100 Million), to a maximum of 5 points.	5																
	Insurance Claims Recovery (Complete Form 1D under Annexure A) 10 claims submitted and costs incurred recovered= 1 point <ul style="list-style-type: none">1 point for every additional claim submitted and costs incurred recovered, to a maximum of 7 points. <table><thead><tr><th>Claims Submitted and Costs Incurred Recovered</th><th>Points allocation</th></tr></thead><tbody><tr><td>10</td><td>1</td></tr><tr><td>11</td><td>2</td></tr><tr><td>12</td><td>3</td></tr><tr><td>13</td><td>4</td></tr><tr><td>14</td><td>5</td></tr><tr><td>15</td><td>6</td></tr><tr><td>16</td><td>7</td></tr></tbody></table>	Claims Submitted and Costs Incurred Recovered	Points allocation	10	1	11	2	12	3	13	4	14	5	15	6	16	7	7
	Claims Submitted and Costs Incurred Recovered	Points allocation																
	10	1																
11	2																	
12	3																	
13	4																	
14	5																	
15	6																	
16	7																	
Representing the Client at dispute resolution forums in any construction-related projects (Complete Form 1E under Annexure A) <ul style="list-style-type: none">1 point per claim represented at a dispute resolution forum up to a maximum of 3 points.	3																	
Total (Understanding the Assignment & Company Experience)		35																

8.3.2 Key Personnel

KEY PERSONNEL	RELEVANT EXPERIENCE & PR REGISTRATION CRITERIA	MAXIMUM SCORE	
Portfolio Executive	Portfolio Executive should have a minimum of 10 years' experience at a senior and/or executive level in a Principal Insurance Policies for civil construction projects ≥ R 100 million. (Complete Form 2A under Annexure B) <ul style="list-style-type: none"> 6 points for the first 10 years, and thereafter, 2 points for every year up to a maximum of 18 points. 	18	20
	Relevant recognised professional insurance registration (e.g. Certified Insurance Counsellor, Certified Risk Manager, etc.)	2	
Accounts/ Portfolio Manager	Portfolio Manager should have a minimum of 10 years' experience in a Principal Insurance Policies for civil construction projects ≥ R 100 million. (Complete Form 2B under Annexure B) <ul style="list-style-type: none"> 7 points for the first 10 years, and thereafter, 3 points for every year up to a maximum of 28 points. 	28	30
	Relevant recognised professional insurance registration (e.g. Certified Insurance Counsellor, Certified Risk Manager, etc.)	2	
Portfolio Administrator	Portfolio Administrator should have a minimum of 5 years' experience in Principal Controlled Insurance policies for civil construction projects- Complete Form 2C under Annexure B) <ul style="list-style-type: none"> 2 points for the first 5 years, and thereafter, 1 point for every year up to a maximum of 10 points. 	10	10
NB: The above resources are dedicated: bidders should propose one resource per role			
Total Key Personnel			60
TOTAL SCORE (Understanding of the Assignment, Company Experience & Key Personnel)			95

Bidders who do not meet the threshold of 65 points out of the 95 points will be disqualified at the end of this stage and not evaluated further.

8.4 STAGE 4: PRICE AND PREFERENCE

8.4.1 Price

Complete the Price Schedule on Annexure H.

- 8.4.1.1 TCTA will evaluate all Bid Submissions in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).
- 8.4.1.2 If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder in terms of its procurement policies.
- 8.4.1.3 Price must be reflected Excluding and Including VAT.
- 8.4.1.4 Prices must be firm and unconditional. Bids with conditional prices will not be acceptable and will be treated as such.

8.4.2 Preference

The 80/20 preference point system will apply, where 80 points will be allocated for price and 20 points will be allocated for preference as follows:

B-BBEE

- a) The following table will be used to calculate the score out of 20 for BBEE:
- b) B-BBEE Status Level of Contributor Number of Points for bids evaluated using 80/20.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- c) A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn B-BBEE points.
- d) All B-BBEE certificates must be obtained from verification agencies accredited by SANAS unless the bidder is an EME or QSE in which case they must submit a validly commissioned affidavit QSEs that do not meet level 1 or 51% black ownership thresholds are obliged to show compliance with all five of the categories on the BEE scorecard therefore, a B-BBEE certificates must be obtained from verification agencies accredited by SANAS.

8.4.3 Preferential Points Calculation

The weighting of the Preferential points calculation is as follows:

Price	= 80
Preference	= 20
Bidder's Score	100

8.5 STAGE 5: SUPPLIER VETTING

TCTA may disqualify a successful bidder who/whose:

- 8.5.1 Submits fraudulent information or information that they do not have to authority to submit;
- 8.5.2 Is listed on National Treasury's list of Blacklisted Suppliers or Defaulters or similar;
- 8.5.3 Poses a risk in terms of any vetting process conducted either by TCTA internally or the National Intelligence Agency;
- 8.5.4 Has a director and/or shareholder who is employed by any organ of state. This does not apply to any organ of state acting as a bidder; and
- 8.5.5 Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period.

9 CONDITIONS OF BID

Any bid submission that does not meet the conditions of bid may be rejected and not evaluated at all. Such a bid submission will not be acceptable.

9.1 COSTS OF BIDDING

- 9.1.1 Bidders shall bear their own costs, disbursements and expenses associated with the preparation and submission of the Bid Submissions, including submission of any additional information requested by TCTA or attending the compulsory briefing session.
- 9.1.2 TCTA shall not under any circumstances be liable nor assume liability to any Bidder for costs, disbursements and/or expenses incurred by Bidders regardless of the outcome of the Bid process or by virtue of cancellation and/or postponement of the Bid process. Where applicable a non-refundable fee for documents may be charged.

9.2 CLARIFICATIONS

- 9.2.1 All questions or queries regarding the Request for Bid must be directed to the person stated on the front page of this document, stating the relevant Bid number in the subject field, at least five business days before the stipulated closing date and time of the Request for Bid. No e-mails, faxes and/or telephone calls should be directed to any other employees of TCTA.
- 9.2.2 TCTA shall not be liable nor assume liability for any failure to respond to any questions and/or queries raised by potential Bidders.
- 9.2.3 Should a Bidder fail to complete the annexures TCTA may call upon the Bidder to complete and submit such annexures except where such annexures are indicated as mandatory or are required for purposes of functional and preferential points evaluation. TCTA reserves the right to request clarity and to clarify and ambiguities in the documents that have already been submitted. If a Bidder fails to submit any of the requested documents and / or annexures duly completed within 5 (five) working days of being called upon to do so, then the TCTA may disqualify the Bidder.

9.3 AMENDMENTS

- 9.3.1 TCTA reserves the right, in its sole and absolute discretion, to amend any terms and conditions of the Request for Bid and/or to stipulate additional requirements, provided that

such amended terms and conditions and/or additional requirements are placed on TCTA's website at least 3 (three) business days prior to the stipulated closing date and time.

- 9.3.2 Any amended terms and conditions and/or stipulation of additional requirements by TCTA shall be deemed to form part of this Request for Bid.
- 9.3.3 TCTA shall not be liable, nor assume liability of any nature whatsoever, for the failure of a Bidder to receive information if sent to the e-mail, fax or postal address supplied.
- 9.3.4 TCTA reserves the right to stipulate additional Bid requirements as it deems appropriate in its sole and absolute discretion.
- 9.3.5 TCTA shall not be liable nor assume liability to any potential Bidder/s for any failure by such Bidder/s to receive any request for additional information.
- 9.3.6 In the event that TCTA amends its Bid requirements or requests additional information, any Bidder shall be entitled to withdraw its Bid Submission submitted by it prior to the stipulated closing date and time and re-submit a replacement Bid Submission by not later than the stipulated closing date and time.

9.4 MODIFICATION, ALTERATION OR SUBSTITUTION AND/OR WITHDRAWAL OF A BID SUBMISSION

- 9.4.1 Any Bidder shall be entitled to withdraw or modify its Bid Submission at any time prior to the stipulated closing date and time.
- 9.4.2 Any amendment or alteration to the Bid documents must be received before the closing date and time of the Bid as stipulated in the Special conditions of Bid. The words "Amendment to Bid" and the description of the Bid must be clearly reflected on the envelope containing the documents or courier packaging.
- 9.4.3 No modification, alteration or substitution of Bid Submissions will be permitted after the stipulated closing date and time.
- 9.4.4 TCTA reserves the right to request Bids for clarification needed to evaluate their Bids, however, such request for clarification shall not allow or entitle Bidders to change the substance or price of their Bids after Bid opening. Any request for clarification and the Bidder's responses will be made in writing.

9.5 VALIDITY PERIOD

- 9.5.1 All Bid Submissions must remain valid from the stipulated closing date and time of the Request for Bid for the period stated in this Bid. Each Bid Submission will constitute an irrevocable offer which remains open for acceptance by TCTA during the validity period.
- 9.5.2 If TCTA issues a request to extend the validity period, failure to respond to such a request shall be deemed to be an approval to extend the bid validity period on the same terms and conditions as per your original bid submission.
- 9.5.3 If a bidder rejects the extension of validity period with no further comments. The bidder's rejection shall be accepted as a withdrawal from the bid process.
- 9.5.4 If a bidder rejects the extension of the validity period and requests an adjustment to their bid price. Such adjustment must be in line with the Consumer Price Index applicable at the time of request for extension and/or a recognised industry pricing guide. Adjustments

outside of these parameters or for any other reason will not be acceptable and the bidders original bid price shall be deemed to be applicable for the extended validity period.

9.6 DISCLAIMER - PROTECTION OF PERSONAL INFORMATION ACT

- 9.6.1 By participating in this bid process, you hereby acknowledge that you have read and accept the following Protection of Personal Information (POPI) disclaimer.
- 9.6.2 You (the Bidder, herein after referred to in the first person for purposes of this disclaimer) understand and agree that all information provided, whether personal or otherwise, may be used and processed by TCTA and such use may include placing such information in the public domain.
- 9.6.3 Further by partaking in this process you specifically agree that the TCTA will use such information provided by you, irrespective of the nature of such information.
- 9.6.4 TCTA shall take all reasonable measures to protect the personal information of users and for the purpose of this disclaimer “personal information” shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 (“PAIA”) and the Protection of Personal Information Act, Act 4 of 2013 (“POPI”).
- 9.6.5 As per the POPI Act personal information refers to information that identifies or relates specifically to you as a person or data subject, for example, your name, age, gender, identity number and your email address.
- 9.6.6 We may collect the following information about you:
 - 9.6.6.1 Your name, address, contact details, date of birth, place of birth, identity number, passport number, bank details, details about your employment, tax number and financial information;
 - 9.6.6.2 Information about your beneficial owner if we are required to do so in terms of POPIA.
 - 9.6.6.3 Records of correspondence or enquiries from you or anyone acting on your behalf.
 - 9.6.6.4 Details of transactions you carry out with us.
 - 9.6.6.5 Details of contracts you carry out with us; and
 - 9.6.6.6 Sensitive or special categories of personal information, including biometric information, such as images, fingerprints, and voiceprints.
- 9.6.7 If you are under 18 years old, please do not provide us with any personal information unless you have the permission of your parent or legal guardian to do so.
- 9.6.8 Why we collect Personal Information
 - 9.6.8.1 *Employee and Contractor Information*
 - 9.6.8.1.1 To Remunerate the person.
 - 9.6.8.1.2 To comply with laws authorizing or requiring such processing, including (but not limited to) the Basic Conditions of Employment Act 75 of 1997; the Labour Relations Act 66 of

1995 as amended; the Employment Equity Act 55 of 1998; the Occupational Health and Safety Act 85 of 1993, the Income Tax Act 58 of 1962 and the VAT Act 89 of 1991.

- 9.6.8.1.3 To Admit the person to the Pension Fund and/or Medical Aid providers, if applicable.
- 9.6.8.1.4 To conduct criminal, credit, employment reference and other related reference checks.
- 9.6.8.1.5 To provide value added services such as human resource administration, training, performance reviews, talent management and other reasons related to the management of employees and/or contractors.

9.6.8.2 Client Information

- 9.6.8.2.1 To render client related services and administration of client accounts.
- 9.6.8.2.2 To conduct criminal, credit, reference, and other related reference checks.
- 9.6.8.2.3 To authenticate the client.
- 9.6.8.2.4 To provide the client with information which TCTA believes may be of interest to the client, such as information relating to public awareness campaigns and matters of public interest in which TCTA is involved or has decided to lend its support to.

9.6.8.3 Supplier and Third-Party Contractor/Service Provider Information

- 9.6.8.3.1 To secure the products and services of the supplier/service provider or contractor as part of TCTA's product and service offering.
- 9.6.8.3.2 To manage the TCTA supply chain and relationship with the supplier and/or contractor for any purposes required by law by virtue of the relationship between the supplier and TCTA.
- 9.6.8.3.3 To render services relating to the administration of supplier supplier/service provider or contractor accounts.
- 9.6.8.3.4 To provide the supplier/service provider or contractor with information which TCTA believes may be of interest, such as information relating to public awareness campaigns

and matters of public interest in which TCTA is involved or has decided to lend its support to.

9.6.9 Sources of Personal Information

9.6.9.1 Personal information may be collected from the following sources:

9.6.9.1.1 Directly from the person when he/she applies for any TCTA related employment, provide services to TCTA, submit forms requests or transactions, use our websites, or make use of any of the TCTA services.

9.6.9.1.2 From public registers, credit bureaus and law enforcement agencies and any other organisation from which TCTA may acquire your information.

9.6.9.1.3 From people and entities employed by TCTA to provide services to TCTA which may be legally entitled to provide TCTA with personal information.

9.6.10 The Storage of Personal Information

9.6.10.1 All personal information collected by TCTA will be stored as follows:

9.6.10.1.1 In a secure and safe manner according to strict information security principles with safeguards to ensure its privacy and confidentiality.

9.6.10.1.2 For no longer than is necessary to achieve the purpose for which it was collected unless further retention is required by law or contractual obligation.

9.6.10.1.3 Otherwise reasonably required by TCTA for lawful purposes related to its functions and activities.

9.6.10.1.4 Retained further with the person's consent, after which the information will be de-identified and disposed of as per the TCTA Records policy.

9.6.11 Sharing of Personal Information

9.6.11.1 Any information supplied to TCTA will be treated as confidential and TCTA will not disclose information unless legally permitted thereto. No information will be transferred to a Third Party without the explicit consent of the data subject unless legally obliged thereto. By providing the personal information, the data subject agrees that TCTA may transfer the information to the following people and organisation's in pursuit of the data processing purposes set out in our Policy on the Protection of Personal Information:

9.6.11.1.1 To the divisions and departments in TCTA, including directors, employees, contractors, agents, auditors, legal and other professional advisors who are authorised to process this information.

9.6.11.1.2 To financial and government organisations who may request information from TCTA, in which case the data subject will be notified in advance; the provision of such information,

including banks, governmental, judicial, regulatory and law enforcement bodies including the South African Revenue services and the National Credit Regulator.

9.6.11.1.3 To persons employed by TCTA to provide services on our behalf and that adhere to principles like TCTA regarding the treatment of personal information.

9.6.11.1.4 To any person to whom TCTA cede, delegate, transfer or assign any of our rights or obligations pertaining to products and/or services provided to the person or contracts concluded with the person.

9.6.11.1.5 To any person who acts as legal guardian, executor of an estate, curator or in a similar capacity.

9.6.11.1.6 To any person or persons who may be permitted by applicable law or that you may consent to, including persons or entities who may request such information to evaluate the credit worthiness of the person.

9.6.12 Your Rights regarding your Personal Information

9.6.12.1 A data subject (employee, contractor, supplier and/or customer) has the following rights to his/her personal information collected, processed, and stored by TCTA:

9.6.12.2 Right of access to and the right to rectify or update the personal information collected.

9.6.12.3 The right to object at any time to the processing of the personal information in which event the consequences of the objection will be explained to the data subject.

9.6.12.4 The right to request TCTA to no longer process the personal information of the data subject should the information not be required for further processing or by law.

9.6.13 General Conditions pertaining to Personal Information

9.6.13.1 TCTA accepts no liability whatsoever for any loss, damage (whether direct, indirect, special, or consequential) and/or expenses of any nature whatsoever which may arise because of, or which may be attributable directly or indirectly from information made available on this document, or actions or transaction resulting there from.

9.6.13.2 This disclaimer shall be read together with the TCTA terms and conditions also available on the TCTA website <https://www.tcta.co.za> .

9.7 CONFLICTS OF INTEREST

9.7.1 Bidders are required to provide professional, objective and impartial advice/services and at all times and to hold the client's interest's paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.

9.7.2 Bidders may not be appointed for any bid that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the scope of work in the best interest of TCTA. The bidder's appointment will be in the

sole discretion of TCTA having considered the bidders connection to their earlier obligations to TCTA and shall be considered by Procurement on a case by case basis.

- 9.7.3 Without limitation on the generality of this rule, bidders should not be participating in the bid process and/or be appointed where the bidder:
 - 9.7.3.1 Has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project.
 - 9.7.3.2 Has been appointed to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;
- 9.7.4 Bidders or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of that entity. As an example, bidders may be appointed to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and bidders assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.

The limitation of participation shall not apply to bidders who are organs of state.

9.8 RIGHT NOT TO AWARD

TCTA reserves the right, at its sole discretion, not to award to any of the Bidders or to cancel a Bid in line with regulation 13 of the Preferential Procurement Regulations, 2017:

- 9.8.1 Due to changed circumstances; there is no longer a need for the goods, or the services specified in the invitation;
- 9.8.2 Funds are no longer available to cover the total envisaged expenditure;
- 9.8.3 No acceptable Bid is received; or
- 9.8.4 There are material irregularities in the Bid process.

9.9 SUBCONTRACTING AFTER AWARD

The successful bidder:

- 9.9.1 May only subcontract this scope of work no less than 6 (six) months after award.
- 9.9.2 May only subcontract with the prior written approval from the Contract Manager appointed by TCTA.
- 9.9.3 May only sub-contract more than 25% of the contract to a third party that has a B-BBEE status level that is more or equal to that of the successful bidder unless the third party is an EME capable of executing the contract.

9.10 NOTIFICATION OF UNSUCCESSFUL BIDDERS

If no correspondence or communication is received from TCTA within the validity period, the relevant Bid Submissions submitted will be deemed to be unsuccessful.

9.11 PROHIBITION OF BRIBERY, FRAUDULENT AND CORRUPT PRACTICES

- 9.11.1 No Bidders shall directly or indirectly commit, or attempt to commit, for the benefit of the Bidder or any other person, any of the following:
 - 9.11.1.1 Influencing, or attempting to influence, any TCTA's employees or agents in respect of the award of a Bid or the outcome of the Bid process in relation to any contract for the provision of goods or services; and/or
 - 9.11.1.2 Offering, or giving gratification to, and/or inducing, or attempting to induce, as defined in the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, as amended from time to time, any of TCTA's employees or agents, in favour of or for the benefit of the Bidder and/or any other party; and/or
 - 9.11.1.3 Bribing, or attempting to bribe, any TCTA's employees or agents in order to influence the outcome of a Bid process in favour of or for the benefit of the Bidder and/or any other party.
 - 9.11.1.4 TCTA shall be entitled to disqualify any Bidder/s if it has reason to believe that any conduct relating to that set out in Condition 9.11.1 above has occurred.

9.12 FRONTING

- 9.12.1 The TCTA supports the spirit of Broad-Based Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background TCTA condemns any form of fronting.
- 9.12.2 TCTA, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation process, conduct or initiate the necessary probity investigation to determine the accuracy of the representation made in the bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the Bidder to prove that fronting does not exist.
- 9.12.3 Failure to do so within a period of 14 days from the date of notification may invalidate the Bid/contract and may also result in the restriction of the Bidder, by National Treasury, to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder concerned.

9.13 JOINT VENTURE OR CONSORTIUM

- 9.13.1 TCTA encourages the formation of a joint venture or consortium as a condition for the award of a contract, in order to promote the participation of Black Owned Enterprises. In this case, the TCTA has both a moral obligation and a vested interest in ensuring that both

the Black Owned Enterprises and its established joint venture or consortium partner are treated reasonably and equitably in terms of a sound, written agreement.

9.13.2 The members of a joint venture or consortium formed in response to transformation policies should share in at least the following aspects of the joint venture or consortium's activities in a meaningful and equitable manner:

9.13.2.1 Control

9.13.2.2 Management

9.13.2.3 Operations

9.13.3 The joint venture or consortium agreement:

9.13.3.1 Must clearly and comprehensively set out the contributions to be made by each member towards the activities of the joint venture or consortium in securing and executing the contract and should allocate monetary values to such contributions.

9.13.3.2 Must record the percentage participation by each member.

9.13.3.3 Must provide for meaningful input by all members to the policy making and management activities of the joint venture or consortium;

9.13.3.4 Must provide for the establishment of a management body for the joint venture or consortium;

9.13.3.5 Must provide measures to limit, as far as possible, losses to the joint venture or consortium by the default of a member;

9.13.3.6 Must promote consensus between the members whilst ensuring that the activities of the joint venture or consortium will not be unduly hindered by failure to achieve it;

9.13.3.7 Must provide for rapid, affordable and easy interim dispute resolution and for effective final dispute resolution, if required; and

9.13.3.8 Must be sufficiently flexible to allow for joint venture or consortiums which differ in nature, objectives, inputs by members, management systems, etc;

9.13.3.9 Must submit on annual basis consolidated BBBEE scorecard for the Joint Venture failure which TCTA will implement contractual remedies.

9.13.4 Right to review the joint venture or consortium agreement

TCTA reserves the right to review the joint venture or consortium agreement between the parties to ensure that the minimum conditions set out above are adhered to and that the Black Owned Enterprise partner is not disadvantaged by conditions of the resultant agreement.

9.13.5 Amendment of the joint venture or consortium agreement

The composition or the constitution of the joint venture or consortium shall not be altered without the prior consent of the Employer.

9.14 CONDITIONS OF CONTRACT

- 9.14.1 Once the successful bidder is issued with a Letter of Award, a pre-liminary contract will be deemed to have been concluded between TCTA and the successful Bidder, which contract will include the following documents:
- 9.14.1.1 The contents of this Request for Bid, including all annexures hereto and any additional requirements as may have been stipulated by TCTA;
 - 9.14.1.2 The relevant Bid Submissions;
 - 9.14.1.3 The letter of acceptance to the successful Bidder/s; and
 - 9.14.1.4 Any correspondence between TCTA and the relevant Bidder/s including all additional documents submitted by the relevant Bidder/s and accepted by TCTA for clarification purposes; and
 - 9.14.1.5 The terms and conditions of any agreement/s proposed to be entered into by TCTA with the successful Bidder/s.
- 9.14.2 The Bidder will be deemed to have accepted the terms and conditions of an agreement and/or terms of reference attached to and issued with this Request for Bid. The terms and conditions of the attached agreement are non-negotiable.
- 9.14.3 In the event that TCTA and the relevant Bidder are unable to reach consensus on the terms and/or conditions of the final written agreement, then TCTA reserves the right to cancel the award of the Bid, without liability of any nature, and to conclude an agreement with any other Bidder as may be necessary to meet TCTA's requirements.

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9.15 VARIATIONS AND CONTRACT PRICE ADJUSTMENTS

- 9.15.1 No variations to the contract price or contract price adjustments will be accepted within 6 months from the date of award, unless otherwise stipulated in the Letter of Award.
- 9.15.2 Notwithstanding the above, the increases to the contract value in terms of contract price adjustments (CPA), if expressly included as a condition in the Contract, shall be dealt with as follows:
- 9.15.2.1 If the original award/contract made provision for the increase:
- 9.15.2.1.1 The Contract Manager must prepare a notice of increase based on CPA to the service provider,
- 9.15.2.1.2 Once the Contract Manager and the Procurement Specialist have signed the letter, the Procurement Specialist must issue the notice to the supplier;
- 9.15.2.1.3 Such a letter must be sent at least 2 weeks prior to the effective date of the increase;
- 9.15.2.2 If the original award/legal agreement did not make provision for the increase:
- 9.15.2.2.1 The supplier must request the CPA increase in writing quoting the relevant contract name and PO Number and send the request to the Contract Manager;
- 9.15.2.2.2 The Contract Manager must prepare a requisition for the variation to the relevant Procurement Specialist;
- 9.15.2.2.3 The Procurement Specialist must together with the Contract Manager prepare a submission for variation of the contract;
- 9.15.2.2.4 The relevant authority must approve the submission and once done; the Procurement Specialist must request an addendum to the contract from the Legal Department;
- 9.15.2.2.5 Once an addendum has been prepared, the Contract Manager must ensure that both parties sign the addendum;
- 9.15.2.2.6 The original addendum must be provided to the Procurement Specialist for safekeeping and a copy can be emailed to the supplier notifying them of the increase.
- 9.15.2.2.7 The Procurement Specialist must notify the Procurement Administrator to adjust the contract register accordingly within 48 hours of receiving the signed addendum.

9.16 PERFORMANCE MANAGEMENT

- 9.16.1 This contract shall be subject to performance management in line with TCTA's Contract Management Policy and Procedure as amended from time to time. Failure to provide satisfactory goods or services may result in the bidder's blacklisting within TCTA or other organs of state.
- 9.16.2 If the final signed contract between the parties does not stipulate the number of times performance management meetings shall be held, they must be held as outlined below.

More than 3 years	once every month;
1 year to 3 years	once every 3 (three) months
6 months to 1 year	at least twice in the contract's duration
Less than 6 months	at least once in the contract's duration

9.17 COMMUNICATION

The successful bidder must forward all communication in respect to this contract to the Contract Manager stipulated in the Letter to Award.

9.18 CESSION OF RIGHTS

- 9.18.1 The successful bidder may cede their rights to a third-party provided that:
 - 9.18.1.1 The cession does not take place less than 6 (six) months from the date of award;
 - 9.18.1.2 The third-party is registered on the CSD and its Tax affairs are compliant;
 - 9.18.1.3 The third-party has a BBBEE status level of contributor equal to or higher than that of the successful bidder;
 - 9.18.1.4 The parties prepare a draft a cession agreement that meets all the legal requirements on a template of their own choosing and at their own legal costs; and
 - 9.18.1.5 The cession agreement is submitted for vetting by TCTA prior to signature.
- 9.18.2 TCTA may reject the cession should it not meet the requirements set out above and provide reasons to the supplier.

9.19 SUPPLIER CODE OF CONDUCT

- 9.19.1 All suppliers and their representatives shall conduct their business activities in full compliance with the applicable laws and regulations of the Republic of South Africa while conducting business with and/or on behalf of the TCTA. In addition to any specific

obligations under the supplier's agreement with TCTA, all suppliers shall, without limitation:

- 9.19.1.1 Comply with the anti-corruption laws of the Republic of South Africa and any other country in which it does business, including the Prevention and Combating of Corrupt Activities Act.
- 9.19.1.2 Conduct business in full compliance with antitrust and fair competition laws within the Republic of South Africa.
- 9.19.1.3 Comply with all applicable environmental laws and regulations regarding hazardous materials, air emissions, waste and wastewater discharges, including the manufacture, transportation, storage, disposal and release to the environment of such materials.
- 9.19.1.4 Be honest, direct and truthful in discussions with regulatory agency representatives and government officials.
- 9.19.2 Suppliers and their representatives shall conduct their business interactions and activities with integrity and in accordance with their obligations under their specific agreements. In addition to those obligations, all our suppliers shall, without limitation:
 - 9.19.2.1 Honestly and accurately record and report all business information and comply with all applicable laws regarding their completion and accuracy.
 - 9.19.2.2 Create, retain and dispose of business records in full compliance with all applicable legal and regulatory requirements.
 - 9.19.2.3 Protect and responsibly use both the physical and intellectual assets of TCTA, including its property, data and equipment when authorized to use such assets.
 - 9.19.2.4 Use TCTA provided information technology and systems (including email) only for authorized business-related purposes. TCTA strictly prohibits suppliers and their representatives from using Company-provided technology and systems to create, access, store, print, solicit or send any material that is intimidating, harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate and/or send any false, derogatory or malicious communications using provided information assets and systems.
 - 9.19.2.5 Comply with the intellectual property ownership rights of TCTA and others including but not limited to copyrights, patents, trademarks and trade secrets. Use software, hardware and content only in accordance with their associated license or terms of use.
 - 9.19.2.6 Speak to the press on TCTA's behalf only if supplier and/or representative is expressly authorized in writing to do so by TCTA.
- 9.19.3 TCTA expects its suppliers to share its commitment to human rights and equal opportunity in the workplace. TCTA suppliers shall conduct their employment practices in full compliance with all applicable laws and regulations, and shall, without limitation:
 - 9.19.3.1 Cooperate with TCTA's commitment to a workforce free of harassment and unlawful discrimination. We believe that supplier companies should not engage in discrimination in hiring, compensation, access to training, promotion, termination or retirement based on religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation or any other category protected by applicable law.
 - 9.19.3.2 Comply in all respects with the Employment equity act, in line with TCTA's commitment to redress the racial makeup of the South African economy,
 - 9.19.3.3 Provide a safe and healthy work environment and fully comply with all applicable safety and health laws, regulations and practices. Adequate steps shall be taken to minimize the causes of hazards inherent in the working environment. While on TCTA property,

suppliers shall comply with all rules and regulations concerning the operation of the property and the interaction with other individuals with access to the property, whether TCTA, its clients, or other suppliers, employees or guests.

- 9.19.3.4 Prohibit the use, possession, distribution and sale of illegal drugs while on TCTA owned, leased or managed property.
- 9.19.3.5 Use only voluntary labour. The use of forced labour whether in the form of indentured labour, bonded labour, or prison labour by a Company supplier or its subcontractors is prohibited.
- 9.19.3.6 Workers should not be required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice without penalty.
- 9.19.3.7 Comply with all local minimum working age laws and requirements and not utilize child Employees shall not be under the legal minimum working age of the respective region or shall not be less than 16 years of age (whichever is higher). We only support the development of legitimate workplace apprenticeship programs for the educational benefit of younger people and will not do business with those who abuse such systems.
- 9.19.3.8 Not engage in physical discipline or abuse. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is prohibited.
- 9.19.3.9 Pay living wages under humane conditions. All workers shall be provided with clear, written information about their employment conditions with respect to wages before they enter employment and as needed throughout their term of employment. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express permission of the worker concerned. All disciplinary measures should be recorded. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards.
- 9.19.3.10 Not require workers to work more than the maximum hours of daily labour set by the Department of Labour; ensure that overtime is paid in accordance with applicable laws and
- 9.19.3.11 Keep employee records in accordance with acts and prescripts issued by the Department of Labour.
- 9.19.4 TCTA expects its suppliers to share the same social responsibility of growing business in a sustainable fashion. At TCTA, we believe that environmental stewardship and local business development are of utmost importance, and we constantly seek new ways to fulfil our responsibilities to the environment.
- 9.19.5 Adopt an environmentally friendly policy and share our commitment to sustainability. Comply with all applicable environmental laws and regulations.
- 9.19.6 TCTA expects its suppliers to share its commitment to Broad Based Black Economic Empowerment and supplier diversity. TCTA suppliers shall implement supplier diversity programs that meet the requirements of the Broad Based Black Economic Empowerment Codes of Good Conduct. At all times the supplier undertakes to ensure that they are in possession of a valid BBBEE certificate.
- 9.19.7 TCTA will not tolerate any retribution or retaliation taken against any individual who has in good faith sought out advice or has reported questionable behaviour or a possible violation.

9.20 PAYMENT PROCESS

- 9.20.1 Monthly invoicing and payment of fees and disbursements will take place based on the actual services rendered, and payment of invoices shall be affected within 30 days from date of receipt.
- 9.20.2 Invoices must be submitted with supporting documents, where requested. No invoice shall be accepted for goods/services that are not received unless otherwise stipulated in the contract between the parties.
- 9.20.3 No payment shall be made unless the following information has been presented to TCTA to its satisfaction:
 - 9.20.3.1 VAT registration certificate, if the successful Bidder is a VAT vendor;
 - 9.20.3.2 Without deduction of PAYE and/or SITE, if the successful Bidder is not registered for VAT; or
 - 9.20.3.3 Statement setting out details of services rendered, accompanying invoice.
 - 9.20.3.4 Statement of account detailing cumulative costs claimed from contract inception against the contract amount.
- 9.20.4 All invoices shall contain a Purchase Order number, TCTA and successful Bidder's VAT number, if registered for VAT, successful Bidder's name, date of invoice, amount due, services rendered, due date, and any other relevant details. TCTA's VAT number is 4360104923.
- 9.20.5 Payment will only be made against original invoices which complies with the requirements of the VAT Act. Failure to remit fully compliant invoice will result in late payment, without forfeiture of any settlement discounts that may be due to TCTA.

ANNEXURE A: COMPANY EXPERINCE
FORM 1A-UNDERSTANDING OF THE ASSIGNMENT

1. GENERIC AND HIGH-LEVEL SPECIFIC RISKS IDENTIFIED: -
<div>a) b) c) d) e) f) g) h) i) j)</div>
2. GENERIC LIABILITIES IDENTIFIED <div>a) b)..... c)..... d)..... e)..... f)..... g)..... h).....</div>

i).....

j).....

(add if more)

FORM 1B- CONSTRUCTION INSURANCE EXPERIENCE OF LARGE CONSTRUCTION PROJECTS OF EQUAL TO AND ABOVE [R100 MILLION]

	CONSTRUCTION CONTRACT INSURANCES EXPERIENCE										
Name of the project	Client Name	Description of the insurance brokerage advise performed (including whether	Did you advise on contract insurances include design, procurement, and administration thereof? (indicate yes or no)	Did you advise on contract works and public liability (indicate yes or no)?		State the value of the contract	Start Date	End Date	Client Contact Person	Telephone Number	E-mail Address

FORM 1C- PRINCIPAL CONTROLLED INSURANCE EXPERIENCE OF LARGE CONSTRUCTION PROJECTS OF EQUAL TO AND ABOVE [R100 MILLION]

Principal Controlled Insurance experience of large construction projects \geq R100 Million. **Complete form 1C under Annexure A**

- 1 point for every large construction project (\geq R100 Million), to a maximum of 5 points.

Name of the project	Client Name	Description of services provided in relation to Tasks 1-3 above	State the value of the contract	Start Date	End Date	Client Contact Person	Telephone Number	E-mail Address

NB: TCTA reserves the right to request evidence to support information provided and/or validation thereof.

FORM 1D- CLAIMS RECOVERY

Name of the project	Client Name	Description of the insurance brokerage performed	CLAIMS RECOVERY		Start Date	End Date	Client Contact Person	Telephone Number	E-mail Address
			Total amount claimed	Contract/project Value					

NB: TCTA reserves the right to request evidence to support information provided and/or validation thereof.

SIGNATURE: NAME OF BIDDER.....

(of person authorised to sign on behalf of the Bidder)

FORM 1E- CLAIMS DISPUTE RESOLUTION EXPERIENCE

Name of the project	Client Name	Description of the claim	DISPUTE RESOLUTION EXPERIENCE		Start Date	End Date	Client Contact Person	Telephone Number	E-mail Address
			Total amount in dispute	Contract/project Value					

NB: TCTA reserves the right to request evidence to support information provided. and/or validation thereof.

SIGNATURE: NAME OF BIDDER.....

(of person authorised to sign on behalf of the Bidder)

ANNEXURE B: PERSONNEL EXPERIENCE

FORM 2A- PORTFOLIO EXECUTIVE

Name of the Proposed Resource	Name & Description of the civil construction project he/she was involved in	Did you conduct strategy review and policy design on procurement and administration of Principle Insurance Policies at the senior or executive level (Indicate Yes or No)?	Start Date	End Date	Total No. of Years *	Reference Name	Reference Contact Details

* Points will be allocated on a cumulative basis where projects ran simultaneously

N.B. Attach CV. Should a bidder not complete Form 2A and only attach a CV, such will not be considered for allocation of points.

SIGNATURE: NAME OF BIDDER.....

(of person authorised to sign on behalf of the Bidder)

FORM 2B- ACCOUNTS/PORTFOLIO MANAGER

Name of the Proposed Resource	Description of the civil construction project he/she was involved in	Start Date	End Date	Total No. of Years	Reference Name	Reference Contact Details

N.B. Attached CV and Proof of relevant recognised professional insurance registration. Should a bidder not complete Form 2B and only attach a CV, such will not be considered for allocation of points.

TCTA reserves the right to confirm the validity of the information provided.

SIGNATURE: NAME OF BIDDER.....

(of person authorised to sign on behalf of the Bidder)

FORM 2C: PORTFOLIO ADMINISTRATOR

Name of the Proposed Resource	Name & Description of the construction project he/she was involved in	Start Date	End Date	Total No. of Years	Reference Name	Reference Contact Details

N.B. Attached CV and Proof of relevant recognised professional insurance registration. Should a bidder not complete Form 2C and only attach a CV, such will not be considered for allocation of points.

SIGNATURE: NAME OF BIDDER.....

(of person authorised to sign on behalf of the Bidder)

ANNEXURE C: CONTRACT

ANNEXURE D: SBD 1 – REQUEST FOR BID**SBD 1****PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>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.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

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:

ANNEXURE E: SBD 4 - DECLARATION OF INTEREST

BD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of institution	State

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

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.

person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and

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.

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

ANNEXURE F: SBD 6.1: IN TERMS OF PPR 2022

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 | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |
- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 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	Number of points allocated	Number of points claimed	Number of points claimed
---	----------------------------	----------------------------	--------------------------	--------------------------

	(90/10 system) (To be completed by the organ of state)	(80/20 system) (To be completed by the organ of state)	(90/10 system) (To be completed by the tenderer)	(80/20 system) (To be completed by the tenderer)
1	N/A	20	N/A	
2		18		
3		14		
4		12		
5		8		
6		6		
7		4		
8		2		
Non-compliant contributor		0		

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:

ANNEXURE G: SBD7.2 CONTRACT FORM – RENDERING OF SERVICES

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, *viz*
 - Request for Bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT):

CAPACITY:

SIGNATURE:

NAME OF FIRM:

DATE:

WITNESSES

1.

2.

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as
accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

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

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

1.

2.

ANNEXURE H- PRICE SCHEDULE

INSURANCE BROKERS TO ADVISE ON INSURANCE REQUIREMENTS FOR TCTA PROJECTS PRICE SCHEDULE

SCHEDULE 1: STAFF COSTS					
DELIVERABLES		UNIT	QUANTITY	RATE (R)	TOTAL AMOUNT (R)
1.1. MCWAP-2A					
1.1.1. TASK 1: REVIEW INSURANCE POLICIES					
a)	Identification and explanation of the various types of insurance policy available on the market to cover the identified risks and liabilities.	Sum	1		
b)	Provision of estimates of the cost (premiums payable) for each of the policies identified.	Sum	1		
c)	Provision of pro-forma or example policy wordings for each of the insurances recommended.	Sum	1		
d)	Preparation of Inception Report.	Sum	1		
1.1.2. TASK 2: PROCUREMENT OF INSURANCE POLICIES					
a)	Obtaining quotes for conforming insurances from reputable Insurers/Re-insurers and present those to TCTA.	Sum	1		
b)	Preparation of a report on the various quotes and recommend to TCTA the overall package that should be purchased.	Sum	1		
c)	Procurement of the relevant insurance policies.	Sum	1		
1.1.3. TASK 3: ADMINISTRATION OF INSURANCES DURING CONSTRUCTION					
a)	Formulation of a system for identification of potential claims and changes in risk.	Sum	1		
b)	Formulation of a claims procedures manual.	Sum	1		
c)	Formulation of an appropriate claims reporting, documentation, retrieval and handling procedures.	Sum	1		
d)	Presentation to the site supervision personnel.	Sum	1		
e)	Provide a quarterly risk assessment report				

SCHEDULE 1: STAFF COSTS					
DELIVERABLES		UNIT	QUANTITY	RATE (R)	TOTAL AMOUNT (R)
f)	Administration of the insurances until the project is entirely completed.	Sum	1		
g)	Attendance of meetings and inspections in site at no less than 3 monthly intervals.	Sum	1		
h)	Administration of claims made against the policies.	Sum	1		
i)	Prepare close-out/lessons learnt report	Sum	1		
1.1.4. ADMINISTRATION OF PI CLAIMS					
a)	Portfolio Executive	Hr	100		
b)	Portfolio Manager	Hr	400		
c)	Claims Administrator	Hr	400		
d)	Other	Hr	100		
TOTAL CARRIED TO SUMMARY					
1.2. BRVAS					
1.2.1. TASK 1: REVIEW INSURANCE POLICIES					
a)	Identification and explanation of the various types of insurance policy available on the market to cover the identified risks and liabilities.	Sum	1		
b)	Provision of estimates of the cost (premiums payable) for each of the policies identified.	Sum	1		
c)	Provision of pro-forma or example policy wordings for each of the insurances recommended.	Sum	1		
d)	Preparation of Inception Report.	Sum	1		
1.2.2. TASK 2: PROCUREMENT OF INSURANCE POLICIES					
a)	Obtaining quotes for conforming insurances from reputable Insurers/Re-insurers and present those to TCTA.	Sum	1		
b)	Preparation of a report on the various quotes and recommend to TCTA the overall package that should be purchased.	Sum	1		
c)	Procurement of the relevant insurance policies.	Sum	1		
1.2.3. TASK 3: ADMINISTRATION OF INSURANCES DURING CONSTRUCTION					

SCHEDULE 1: STAFF COSTS					
DELIVERABLES		UNIT	QUANTITY	RATE (R)	TOTAL AMOUNT (R)
a)	Formulation of a system for identification of potential claims and changes in risk.	Sum	1		
b)	Formulation of a claims procedures manual.	Sum	1		
c)	Formulation of an appropriate claims reporting, documentation, retrieval and handling procedures.	Sum	1		
d)	Presentation to the site supervision personnel.	Sum	1		
e)	Provide a quarterly risk assessment report	Sum	1		
f)	Administration of the insurances until the project is entirely completed.	Sum	1		
g)	Attendance of meetings and inspections in site at no less than 3 monthly intervals.	Sum	1		
h)	Administration of claims made against the policies.	Sum	1		
i)	Prepare close-out/lessons learnt report	Sum	1		
1.2.4. ADMINISTRATION OF PI CLAIMS					
a)	Portfolio Executive	Hr	100		
b)	Portfolio Manager	Hr	400		
c)	Claims Administrator	Hr	400		
d)	Other	Hr	100		
TOTAL CARRIED TO SUMMARY					
1.3. uMWP-1					
1.3.1. TASK 1: REVIEW INSURANCE POLICIES					
a)	Identification and explanation of the various types of insurance policy available on the market to cover the identified risks and liabilities.	Sum	1		
b)	Provision of estimates of the cost (premiums payable) for each of the policies identified.	Sum	1		
c)	Provision of pro-forma or example policy wordings for each of the insurances recommended.	Sum	1		
d)	Preparation of Inception Report.	Sum	1		
1.3.2. TASK 2: PROCUREMENT OF INSURANCE POLICIES					

SCHEDULE 1: STAFF COSTS					
DELIVERABLES		UNIT	QUANTITY	RATE (R)	TOTAL AMOUNT (R)
a)	Obtaining quotes for conforming insurances from reputable Insurers/Re-insurers and present those to TCTA.	Sum	1		
b)	Preparation of a report on the various quotes and recommend to TCTA the overall package that should be purchased.	Sum	1		
c)	Procurement of the relevant insurance policies.	Sum	1		
1.3.3. TASK 3: ADMINISTRATION OF INSURANCES DURING CONSTRUCTION					
a)	Formulation of a system for identification of potential claims and changes in risk.	Sum	1		
b)	Formulation of a claims procedures manual.	Sum	1		
c)	Formulation of an appropriate claims reporting, documentation, retrieval and handling procedures.	Sum	1		
d)	Presentation to the site supervision personnel.	Sum	1		
e)	Provide a quarterly risk assessment report	Sum	1		
f)	Administration of the insurances until the project is entirely completed.	Sum	1		
g)	Attendance of meetings and inspections in site at no less than 3 monthly intervals.	Sum	1		
h)	Administration of claims made against the policies.	Sum	1		
i)	Prepare close-out/lessons learnt report	Sum	1		
1.3.4. ADMINISTRATION OF PI CLAIMS					
a)	Portfolio Executive	Hr	100		
b)	Portfolio Manager	Hr	400		
c)	Claims Administrator	Hr	400		
d)	Other	Hr	100		
TOTAL CARRIED TO SUMMARY					

The Bidder shall provide an estimate of his directly reimbursable costs, supported by fully detailed worksheets on separate pages. The Bidder can add other items, as he deems necessary. The Direct costs tendered shall be deemed to be fixed.

SCHEDULE 2: DIRECT COSTS					
DESCRIPTION		UNIT	QUANTITY	RATE (R)	TOTAL AMOUNT (R)
2.1. MCWAP-2A					
a)	Local Travel ¹	km	16810		
b)	Flights	No.	60		
c)	Per diem (nights away from home office)	No.	50		
d)	Disbursements	Sum	1		
TOTAL CARRIED TO SUMMARY					
2.2. BRVAS					
a)	Local Travel ²	km	2000		
b)	Flights	No.	60		
c)	Per diem (nights away from home office)	No.	30		
d)	Disbursements	Sum	1		
TOTAL CARRIED TO SUMMARY					
2.3 uMWP-1					
a)	Local Travel ²	km	2000		
b)	Flights	No.	60		
c)	Per diem (nights away from home office)	No.	30		
d)	Disbursements	Sum	1		
TOTAL CARRIED TO SUMMARY					

1. Local travel kilometres measured from the TCTA head office in Centurion to site and back.
2. Local travel kilometres measured from the TCTA head office to OR Tambo International Airport and back.

SUMMARY OF COSTS

DESCRIPTION	TOTAL AMOUNT (R)
1. STAFF COSTS	
1.1. MCWAP-2A	
1.2. BRVAS	
1.3. uMWP-1	
TOTAL STAFF COSTS	
2. DIRECT COSTS	
2.1. MCWAP-2A	

2.2.	BRVAS	
2.3.	uMWP-1	
TOTAL DIRECT COSTS		
TOTAL COSTS (STAFF + DIRECT)		
ESCALATION		
VAT (at 15%)		
TOTAL COST ESTIMATE		

Where TCTA is concerned with the reasonableness of a Bidder's financial proposal and during negotiations, expects to be able to review data backing up a Bidder's price. Bidders should be prepared to provide such data when required. TCTA will evaluate all Bid Submissions in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).

ANNEXURE I: PROJECT DESCRIPTIONS

A. MOKOLO CROCODILE WATER TRANSFER SCHEME PHASE 2-A

1. PROJECT PURPOSE

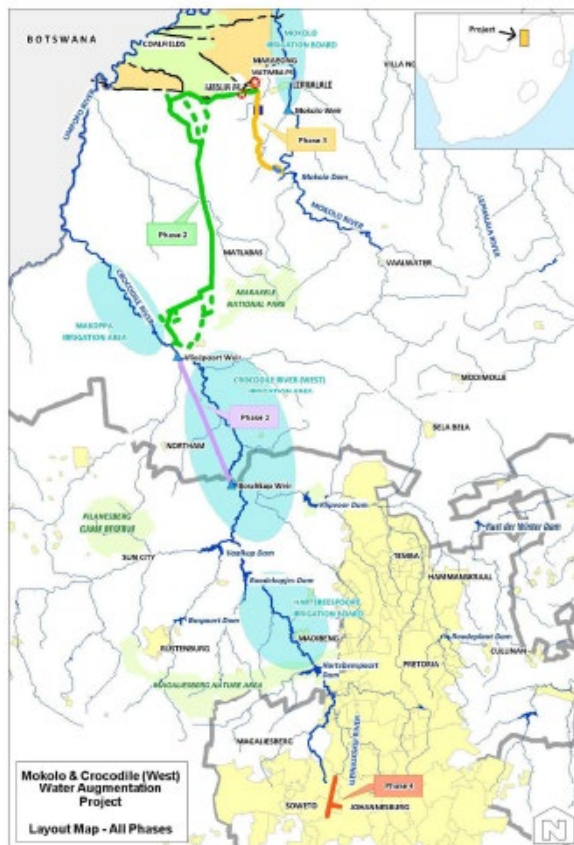
The National Development Plan's primary objectives is to unlock the Northern Mineral Belt with Waterberg as the catalyst, through the Presidential Infrastructure Co-ordinating Committee and Strategic Infrastructure Project 1. The water demand for the anticipated energy developments is driven by the Waterberg coal fields and the consequential secondary and tertiary developments and this will lead to available water in the Mokolo River Catchment being exceeded. Hence MCWAP-2 is required to meet the additional water demand.

2. PROJECT DESCRIPTION

MCWAP-2A is designed to transfer 75 million m³ per annum of water at a rate of 4.5 m³/s from the Crocodile River to Lephalale to supply Eskom's Matimba and Medupi Power Stations, Exxaro's Grootgeluk mine and the Lephalale Local Municipality. The MCWAP-2A will consist of an abstraction weir, low lift and high lift pump stations and a 160km Water Transfer Infrastructure, including the pipeline.

MCWAP-2A will include a River Management Systems infrastructure which focuses on the management and monitoring of water levels and flows from Hartbeespoort Dam, Roodekopies dam, and other smaller dams in the Crocodile West River.

3. PROJECT MAP



4. PROJECT MILESTONES

Key Deliverables	Date
Commence construction	June 2024
Ready for Trial Operation	March 2028
Ready for Operation	June 2028
Project close out	September 2029

*Tentative Dates

B. UMKHOMAZI WATER PROJECT (uMWP-1)

1. PROJECT PURPOSE

The uMWP-1 will augment the Mgeni Water Supply System, which is the main water source that supplies over five (5) million people and industries in the eThekweni (Durban) Metropolitan Municipality, iLembe District Municipality, uMgungundlovu District Municipality (DM), and the Msunduzi (Pietermaritzburg area) Local Municipality's (LM) areas of jurisdiction, all of which comprise the economic powerhouse of KwaZulu-Natal (KZN). The Mgeni Water Supply System also supplies the areas in the iLembe and Ugu DM areas of jurisdiction.

The Mgeni Water Supply System's current water resources consist of Midmar, Albert Falls, Nagle and Inanda dams on the Mgeni River, as well as the Mooi Mgeni Transfer Scheme – Phase 1 that transfers water to the Midmar Dam from the Mearns Weir. The recently completed Mooi Mgeni Transfer Scheme – Phase 2, which consists of the Spring Grove Dam, pump station and pipeline increased the yield of the Mgeni Water Supply System by 60 million m³/a (from 334 to 394 million m³/a). These water resources are, however, insufficient to meet the long-term water demands from the Mgeni Water Supply System.

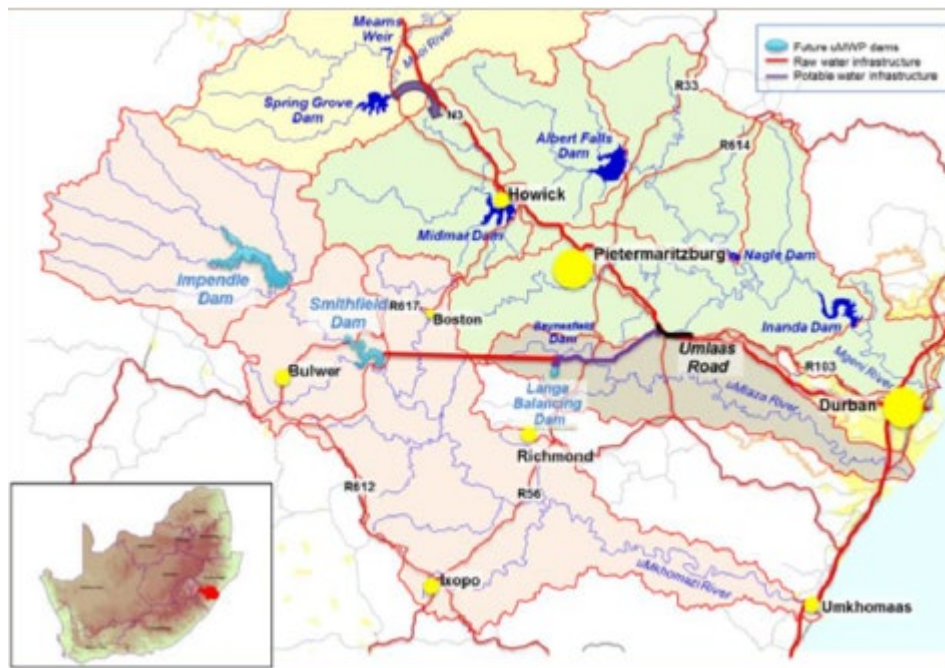
2. PROJECT DESCRIPTION

The uMWP-1 project will be an inter-basin water transfer scheme whereby raw water will be stored in the uMkhomazi River catchment and transferred to the Mgeni River catchment. The project entails the following based on the outcomes of the Feasibility study undertaken by DWS:

- The construction of the Smithfield Dam (81m high) on the uMkhomazi River, near Bulwer in KZN, with a Full Supply Level (FSL) of 930 masl and storage capacity of 251 million m³;
- A raw water transfer tunnel with an internal diameter of 3.5m and a length of approximately 32.5 km between the catchments above;
- A balancing dam that will store water to enable continual supply of water during emergency/maintenance of the tunnel;
- A 5 km long 2.6 m diameter raw water steel pipeline from the tunnel outlet portal to the water treatment plant;
- Potential hydropower plant; and

- Implementation of measures to mitigate the impact of the project on the environment.

3. PROJECT MAP



4. PROJECT MILESTONES

Key Deliverables	Date
Commence construction (Tunnel)	September 2027
Commence construction (Dam)	June 2028
Ready for Trial Operation	June 2032
Ready for Operation	November 2032
Project close out	December 2033

C. Berg River Voëlvlei Augmentation Scheme (BRVAS)

1. PROJECT PURPOSE

The Western Cape Water Supply System (WCWSS) serves the City of Cape Town, surrounding urban centres and irrigators/farmers from the Berg, Eerste and Sonderend rivers. It consists of infrastructure components owned and operated by the City of Cape Town (CCT) and the Department of Water and Sanitation (DWS). In 2007, the Western Cape Reconciliation Strategy Study was commissioned by DWS to determine future water requirements for a 25-year planning horizon. The study investigated a number of options and found that whilst 566 million m³/a would be available from 2007, the estimated water requirements in 2011 would be 560 million m³/a, with the implication that the water supply system will then be fully utilised and thus additional interventions will be required.

Based on the above, DWS identified the need for augmentation of the WCWSS by 2019/2020 and proceeded with a pre-feasibility and feasibility studies into the potential surface water development options. Of the six options assessed, the two most viable options were taken forward into the Environmental Impact Assessment (EIA) study and in June 2017, an Environmental Authorisation (EA) was issued by the Department of Environmental Affairs (DEA) for the BRVAS project.

The implementation of this project involves the transfer of 23 million m³/a from the Berg River to the existing Voëlvlei Dam.

2. PROJECT DESCRIPTION

The BRVAS project entails the following:

- Construction of abstraction works in the Berg River – diversion weir, sediment traps and 5MW pump station;
- Construction of pipeline (1.5mØ at 6.3km) from the above to Voëlvlei Dam;
- Construction of the appurtenant works –canoe chute- fish way and access road.
- Electricity supply and associated installations to energise the pump station; and
- Implementation of measures to mitigate the impact of the project on the environment.

3. PROJECT MAP



4. PROJECT MILESTONES

Key Deliverables	Date
Professional/Engineering Service Provider Contract Commencement	January 2021
Professional Service Provider (Detail & Construction Management)	March 2024
Construction Contract Award	July 2025
Ready for Trial Operation	February 2027
Ready for Operation	May 2027
Project close out	August 2028