

## REQUEST FOR QUOTATION

RFQ 008-01-2023-24  
Enquiries: Nolubabalo Tokwe  
Tel: 012 315 5549  
Email: [rfp@gtac.gov.za](mailto:rfp@gtac.gov.za)

### ATTENTION: PROSPECTIVE BIDDERS

**RE-ADVERTISEMENT: RFQ 008-01-2023-24: APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) WITH ASSESSING THE IMPACT ON SOUTH AFRICA'S FOREIGN POLICY BY THE PROJECTS IMPLEMENTED BY THE ARF OVER A FIVE-YEAR PERIOD (2018 TO 2022).**

1. You were appointed into a panel of Service Providers following an invitation to submit proposals for the establishment of a PPP panel to be used as and when the need arise. (GTAC 011-2021-22).
2. The Professional Services Procurement (PSP) Units within Government Technical Advisory Centre (GTAC) hereby invites credible suppliers to submit a quotation in response to the Terms of Reference attached hereto.

### 1. EVALUATION METHODOLOGY

1.1. The table below reflects the evaluation methodology for this Request for Quotation:

Evaluation Stage	Description
Administrative Compliance	Evaluation of documents cited in section 2 below. Documents must be submitted and duly completed and signed where required.
Functionality/Technical Evaluation	Refer to the Terms of Reference (ToR).
Preferential Procurement Regulations 2022 (Price and Specific Goals)	80/20 Price and specific goals evaluation based on the preferential procurement regulations 2022 – (Refer to the SBD 6.1 and ToR for more detail).



## REQUEST FOR QUOTATION

### 2. STAGE 1: ADMINISTRATIVE COMPLIANCE

- 2.1. The following documents must be submitted for administrative compliance evaluation. Documents must be duly completed and signed (where applicable).
- a) SBD 1 – Invitation to bid.
  - b) SBD 4 – Bidder's disclosure.
  - c) SBD 6.1 – Preference points claim form in terms of the preferential procurement regulations 2022 (if applicable).
  - d) SBD 3.3 – Pricing schedule
  - e) CSD registration report/MAA number
  - f) Technical response (Response to technical evaluation criteria cited in the ToR)

### 3. STAGE 2: TECHNICAL EVALUATION (REFER TO THE TOR)

- 3.1. Bidders are required to submit a technical proposal in response to the technical evaluation criteria cited in the Terms of Reference.
- 3.2. Bidders are required to meet the minimum technical threshold to progress to price and specific goals evaluation. Bidders should provide a price quotation based on the scope of work as highlighted in the Terms of Reference (Use the provided Annexure C (SBD 3.3) – pricing schedule).

### 4. PRICE AND B-BBEE EVALUATION BASED ON THE PPPFA (REFER TO THE TOR AND SBD 6.1 FOR MORE DETAIL)

#### 4.1. 80/20 Preference Points Evaluation

- a. 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 ToR and SBD6.1 as may be supported by proof/ documentation stated in the conditions of this RFQ:
- The bid price (maximum 80 points)
  - Specific goals (maximum 20 points) as specified in the ToR.



## REQUEST FOR QUOTATION

### 5. CONDITIONS

5.1. The following conditions will apply:

- a. Price quotation must be provided separately on the SBD 3.3 provided.
- b. Price(s) quoted must be valid for ninety (90) days from date of offer.
- c. Total cost must be inclusive of all applicable taxes (if no indication is given, quoted prices will be evaluated as all inclusive).
- d. Price (s) quoted must be within the RFQ threshold of R1 000 000.00 to be compliant and valid.
- e. Late or incomplete submissions will not be accepted. Failure to comply with these conditions will invalidate your offer.

5.2. The following attachments must be submitted with the quotation:

- a. Standard Bidding Document (SBD) forms: (SBD 1, SBD 3.3, SBD 4, SBD 6.1) bidders are to make sure that they fully complete the SBDs. **Bidders will be disqualified if SBD4 form is not submitted or found not to be true and complete in every respect.**
- b. CSD registration report/number. **Bidders will be disqualified if not registered on the CSD.**


### 6. SUBMISSION DETAILS AND CLARIFICATION

Submissions must be sent to: [rfp@gtac.gov.za](mailto:rfp@gtac.gov.za) by 14:00 on 20 November 2023.

GTAC will evaluate submissions in accordance with the evaluation methodology cited above but is neither legally bound nor obligated to accept quoted rates and further reserves the right to negotiate professional rates around any quotation before the award of this RFQ.

Any clarification regarding this invitation or the Terms of Reference must be addressed to the aforementioned email address.

Yours sincerely

  
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**Thando Nyoka**

**Professional Services Procurement**

**Date: 27 October 2023**

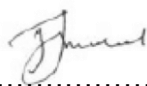


## TERMS OF REFERENCE

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) WITH ASSESSING THE IMPACT ON SOUTH AFRICA'S FOREIGN POLICY BY THE PROJECTS IMPLEMENTED BY THE ARF OVER A FIVE-YEAR PERIOD (2018 TO 2022).**

## BACKGROUND INFORMATION

<b>Contracting authority</b>	Government Technical Advisory Centre (GTAC), African Renaissance and International Cooperation Fund (ARF)
<b>Name of project</b>	TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) WITH ASSESSING THE IMPACT ON SOUTH AFRICA'S FOREIGN POLICY BY THE PROJECTS IMPLEMENTED BY THE ARF OVER A FIVE-YEAR PERIOD (2018 TO 2022).
<b>Budget Manager</b>	Tumisang Moleke Head: PPP Unit Government Technical Advisory Centre (GTAC)
<b>Purpose</b>	The African Renaissance and International Cooperation Fund (ARF) intends to appoint a service provider that will assist the Fund in conducting impact assessment of the ARF projects implemented over the past five (5) years period (2018 to 2022) on South African's Foreign Policy.

  
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**Tumisang Moleke**  
Head: PPP Unit  
**Date:** 05/09/2023  
.....

  
.....  
**Phumzile Mtsweni**  
DD: Demand Management (PSP)  
**Date:** 05 /09/2023  
.....

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## **1. BACKGROUND**

The African Renaissance and International Co-operation Fund (ARF) was established in terms of Section 2(1) of the African Renaissance and International Co-operation Fund Act, 2000 (Act No. 51 of 2000). The ARF's strategic objectives are to enhance co-operation between the Republic of South Africa (RSA) and other countries, in particular African countries, through the promotion of democracy, good governance, the prevention and resolution of conflict, socio-economic development and integration, humanitarian assistance and human resource development. The vision of the ARF is a democratic, non-racial, non-sexist, conflict-free, developmental African continent. The ARF is committed to promoting South Africa's national interests and values, as well as the creation of a better world for all.

It is therefore crucial to conduct an impact assessment of the projects implemented by the ARF in order to assess its effectiveness and impact on South Africa's foreign policy and to use the recommendations from the evaluation to inform how the work of the ARF can be strengthened to optimise its impact.

## **2. PURPOSE**

The African Renaissance and International Cooperation Fund (ARF) intends to appoint a service provider that will assist the Fund in conducting impact assessment of the ARF projects implemented over the past five (5) years period (2018 to 2022) on South African's Foreign Policy.

## **3. PROJECT DESCRIPTION**

The ARF has implemented projects over the past five (5) years period (2018 to 2022). The projects are implemented in line with the ARF strategic objectives as follows:

- Co-operation between the Republic of South Africa (RSA) and other countries, in particular African countries,
- Promotion of democracy and good governance,
- Prevention and resolution of conflict,
- Socio-economic development and integration,
- Humanitarian assistance,
- Human resource development.

### **3.1 Required Services: Development Economic Specialist**

- The service provider required is a Development Economic Specialist with extensive experience in socio-economic analysis and economic impact assessment.
- It is permissible for the Specialist to provide details of key support staff, however for scoring purposes only the Specialist will be evaluated.
- The service provider is expected to finalize the impact assessment over a period of four (04) months from the date of appointment.
- The service provider will not be required to travel to the various project sites.
- Virtual meetings will be arranged with the various stakeholders when required and all reports relating to the various projects will be made available to the service provider.

The scope of work of the Specialist includes providing a detailed report on the key evaluation questions to include:

- Are the intended outcomes of the ARF being achieved in line with their strategic objectives?
- How has ARF assisted with the achievement of South Africa's foreign policy objectives?
- What are the enablers and inhibitors of the work of the ARF?
- Proposed recommendation(s) on how can the work of the ARF be strengthened for better impact and sustainability?
- The total costs must not include any travelling costs.
- Payment will be finalised within 30 days of receipt of a valid invoice.

## **4. BID SUBMISSION REQUIREMENTS**

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

### **4.1 Administration Compliance:**

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

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

Document to be submitted	Requirement	Non-submission may result in disqualification?
SBD 1- Invitation to Bid	Complete and sign the supplied pro forma document.	No
Central Supplier Database (CSD) Registration Report or CSD Registration number or SARS Pin.	Bidders must be registered on the Central Database System and submit the Report as confirmation of registration at the closing date of the bid.	No
SBD 3.3 – Pricing Schedule	Complete and sign the supplied pro forma document.	Yes
SBD 4 - Bidder's Disclosure	Complete and sign the supplied pro forma document.	Yes
SBD 6.1- Preference Point Claim Form in Terms of the Preferential Procurement Regulation (PPR) 2022	Complete and sign the supplied pro forma document.	No

## 4.2 Mandatory Requirements

**Failure to adhere to any of these requirements will result in a disqualification.**

- a) Bidders must be registered on Central Supplier Database (CSD) on the closing date of the RFQ.
- b) Submission of a technical proposal required Annexure (A);
- c) Submission of a price proposal required Annexure C;
- d) Submission of specific goals required Annexure D;
- e) CVs of any one individual may only be submitted as part of one bid, GTAC reserve the right to confirm with the individual
- f) Any bidder representative (Director/Shareholder/Proposed Resource) who is employed by the state will not be considered. i.e., in the event that a bidder representative is in the employ of the state, such a bid proposal will not be considered.
- g) Bidders will be disqualified if SBD 4 is not fully completed and duly signed. The following definitions should be considered when completing the SBD 4 form:
  - “Person” means a bidder or supplier or shareholder, director, trustee, partner, member of a bidder or supplier having the controlling interest in the bidder or supplier.



- “State” means a National or Provincial Department, National or Provincial Public Entity or Constitutional institution, a Municipality or Municipal Entity, a Provincial Legislature or Parliament.

#### **4.3 Technical Compliance:**

The technical proposal must include the following documents:

- a) Certified copies (not older than six (6) months) of all tertiary qualifications or equivalent from a recognized tertiary institution.
- b) Certified copies (not older than six (6) months) of all professional registration certificates.
- c) All international qualifications must be accompanied by certified copies (not older than six (6) months) South African Qualifications Authority (SAQA) accreditation. GTAC reserves the right to verify SAQA accreditation.
- d) Information in the CV should include relevant experience demonstrating the required competency.
- e) The specific role played by the individual(s) in the listed projects/assignments undertaken.
- f) Practical experience, demonstrated through the projects listed, of working in projects/assignments within one of the three spheres of government, namely Local, Provincial or National levels, state entities and private sector.
- g) Bidders must submit only one (1) CV per bid for the nominated specialist for evaluation purposes. CVs of key support project team members may be submitted however, they will not be scored. The CVs of the key support members will assist in evaluating the capacity of the bidder. All CVs must be submitted as per **Annexure A**.
- h) Bidders must ensure that CVs are signed by the respective individuals confirming that he/she is not included in bids from other service providers. Failure to confirm that a bidder is not included in other bids will result in a disqualification.
- i) Bidders are required to provide their proof of references for the nominated specialist as per the provided template in **Annexure B**.

#### **4.4. The Financial Proposal must include the following:**

In submitting your price proposal, you are required to adhere to SBD 3.3 - Pricing Schedule attached as **Annexure C**.

- a) Remuneration of the Transaction Advisor will be payable in Rands, on a fixed price corresponding to the feasibility study and procurement stages of the project cycle.
- b) Out-of-pocket expenses/disbursements will be paid by the Client at cost within an agreed ceiling. Bidders are required to propose a ceiling for such disbursements; which will not be evaluated as part of the pricing proposal. Other legitimate project costs will be reimbursed at cost. Payment will be made within 30 days of the client receiving approved and substantiated invoices.

## 5. BID EVALUATION

### EVALUATION METHODOLOGY

5.1. Bids will be evaluated as per the evaluation methodology below:

Evaluation Stage	Description
Stage 1	<b>Administrative Compliance</b>
Stage 2	<b>Technical Evaluation</b>  Bidders must submit information as per Bid Submission Requirements. The submitted technical proposal must respond to the Technical Evaluation criteria cited in the Terms of Reference.  The Technical proposal will be evaluated out of 100 points with a Threshold of <b>70</b> points.  Only bidders that meet the threshold will be considered for the Specific Goals evaluation as stated in Preferential Procurement Regulation (PPR) 2022  <i>Bidders must note that submission of Annexures A (CV Template), Annexure B (Reference Letters Template) in the prescribed formats is mandatory.</i>  <i>Failure to submit as prescribed will lead to the disqualification of the RFQ.</i>
Stage 3	<b>Price and Specific Goals</b>  Preference points in the 80/20 formula will be awarded to bidders for attaining a score for specific goals. Bidders must provide the required information for evaluation purposes.  <i>Bidders must note that submission of Annexures C (Pricing Schedule) and Annexure D (Specific Goals) in the prescribed formats is required.</i>

- 5.2. The technical proposal will be evaluated as per the criteria in the Table below. Bidders must ensure that all required information is included in their bid as per Submission Requirements. GTAC may require clarification meetings as part of the evaluation of the submitted bids.
- 5.3. A score of 0 (zero) will be assigned to qualifications where the submitted CV is not accompanied by proof that the indicated qualifications exists.
- 5.4. A score of 0 (zero) will be assigned where qualifications obtained from foreign institutions that are not accompanied by proof of a certified SAQA accreditation certificate (non-compliance with the requirements).
- 5.5. Bidders must comply with all South African laws; including the Immigration Act 13 of 2002 (as amended) and Employment Services Act.

## 6. TECHNICAL EVALUATION CRITERIA

	Criteria	Scoring	Weight
<b>EVALUATION CRITERIA FOR NOMINATED INDIVIDUAL</b>			
<b>1.</b>	<b>Development Economist</b>		
	<b>a) Qualifications</b>		20
	A qualification in Development Economics; Economist or any qualification in the field of Commerce	5 = Masters (NQF 9) 4 = Honours Degree (NQF 8) 3 = Degree (NQF 7) 2 = National Diploma (NQF 6) 1 = Recognised formal certificate (NQF 5)	
	<b>b) Skills and Experience</b>		50
	Demonstrate experience in impact assessments project- completed with international organizations/government.  List of all relevant projects undertaken in socio-economic analysis and economic impact assessment and role played must be included in the CV.	5 = above 5 years 4 = 4 years 3 = 3 years 2 = 2 years 1 = less than 1 year 0= No relevant or related experience	
	<b>c) References</b>		30
	Proof of previous projects in socio-economic analysis and economic impact assessment in a form of testimonial letters. References must include the following: <ul style="list-style-type: none"> <li>• Period of the project</li> <li>• Cost of the project</li> <li>• Position of the nominated individual</li> <li>• Level of satisfaction of the client</li> <li>• Contact person and details; and</li> <li>• Scope of deliverables or service to confirm experience and capabilities of the nominated individual</li> </ul>	0 testimonials=0 points 1 testimonial=1 point 2 testimonials= 2 points 3 testimonials =3 points 4 testimonials=4 points 5 testimonials and above=5 points	
<b>Total Technical Points</b>			<b>100</b>
<b>Minimum Threshold</b>			<b>70%</b>

## 7. PRICE AND PREFERENTIAL PROCUREMENT EVALUATION BASED ON 80/20 PRINCIPLE

Responsive bids will be adjudicated by the State on the 80/20-preference point claim in terms of the Preferential Procurement Regulation 2022 which points are awarded to bidders on the basis of:

- a) The bid price (maximum 80 points)
- b) Specific Goals (maximum 20 points)

### 7.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left[ \frac{1 - P_t - P_{\min}}{P_{\min}} \right]$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{\min}$  = Price of lowest acceptable tender

### 7.2. PREFERENTIAL PROCUREMENT EVALUATION BASED ON 80/20 PRINCIPLE

A maximum of 20 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act. The points scored must be rounded off to the nearest two decimal places. Subject to regulation 9, the contract must be awarded to the tenderer scoring the highest points. Below is the terminology used for specific goals:

Terminology	Definition
Black People	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.
“Specific goals”	means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in <i>Government Gazette</i> No. 16085 dated 23 November 1994;

Historically Disadvantaged Individual (HDI)	<p>means a South African citizen:</p> <ol style="list-style-type: none"> <li>1. who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the interim Constitution); and/or</li> <li>2. who is a female; and/or</li> <li>3. who has a disability.</li> </ol> <p>provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI;</p>
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The remaining twenty (20) points are allocated for the specific goals as indicated in the table below:

Maximum Scoring Weighting Points evaluation for specific goals.	Maximum score	Scoring criteria
1. The percentage of nominated specialist being Black	10	0%= 0 100%=10
2.The percentage of nominated specialist being a Black Woman	5	0%= 0 100%=5
3. A credible plan for skills transfer to the benefit of young Black professionals who are inexperienced in the areas of work. The plan must have identified individuals, the areas of development or skills transfer, the timing linked to the project and anticipated outcome	5	No plan = 0 Incomplete plan = 3 Credible plan = 5
<b>Total</b>	<b>20</b>	

Specific goal points may be allocated to bidders on submission of the following documentation or evidence:

- a) A duly completed and signed Preference Point Claim Form: Standard Bidding Document (SBD 6.1.); and
- b) Annexure D: technical proposal will be used as evidence.

## **8. SPECIAL CONDITIONS OF THIS BID**

Department of International Relations and Cooperation and GTAC reserves the right:

- a) Award to multiple bidders based either on operational needs and risk assessment.
- b) To partially award the bid.
- c) To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- d) To accept part of a RFQ rather than the whole tender.
- e) To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- f) To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- g) To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

## **9. TAX COMPLIANCE STATUS**

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

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

## **10. COMMUNICATION**

Professional Services Procurement (PSP) within GTAC will communicate with bidders where bid clarity is sought to obtain information or to extend the bid validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, Department or a person acting in the capacity of ARF and that of GTAC in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

## 11. CONTACT

No briefing session will be held for this Request for Quotation. Bidders are urged to submit all requests for clarification in writing via e-mail to [psp@gtac.gov.za](mailto:psp@gtac.gov.za). Requests for clarification will be accepted by GTAC until 17h00. The submission reference number must be included in the subject line of the e-mail.

The clarifications and the Frequently Asked Questions will be made available to all potential Bidders by way of notification to the invited bidders.

## 12. INFORMATION TO BIDDERS

### 12.1 CONTENT OF THE BIDDER PACK

<b>Tender Pack Doc.</b>	<b>Title</b>	<b>Purpose</b>
1	Invitation to Bidders	For Information.
2	Terms of reference (ToR)	Specific Requirements.
3	SBD 1 – Invitation to bid	To be fully completed and submitted.
4	SBD 4 – Bidder's Disclosure	To be fully completed and submitted.
5	SBD 6.1 – Preference Points Claim Form in terms of the Preferential Procurement Regulations (PPR) 2022	To be fully completed and submitted.
7	Annexure A (CV Template); Annexure B (Company Profile Proforma Template), Annexure C (Reference Letter Template).	To be fully completed and submitted.
8	SBD 3.3 Pricing Schedule must be submitted before the closing date of the bid in a sealed separate envelope marked pricing schedule/price proposal.	To be fully completed and submitted.

## 13. INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF BID PROPOSALS

### 13.1. Content and packaging of the Bid Proposal

NB: Bidders to note the closing date and time of the bid and no late bids will be accepted.

	<b>Part 1a: Standard Bidding Documents and Administrative Compliance</b>
1	SBD 1 – Invitation to bid
2	SBD 4 – Bidder's Disclosure
3	SBD 6.1 – Preference Points Claim Form in Terms of Preferential Procurement Regulation (PPR) 2022
4	Central Supplier Database (CSD) Registration Report or CSD Registration number
	<b>Part 1b: Technical proposal</b>
5	Bidder's technical proposal cover page
6	Technical proposal <ul style="list-style-type: none"><li>• Annexure (A) – CV Template</li><li>• Annexure (B) – Reference Letter Template</li></ul>
7	Certified copy(s) of Professional Registration certificates where applicable.
	<b>Part 2: Price proposal</b>
8	Price Proposal/ Financial Proposals Annexure (C) - Pricing Schedule
	<b>Part 3: Specific Goal</b>
9	Annexure (D) - Specific Goal

### 13.2. Validity Period

Bid to be valid for ninety (90) days from the closing date of RFQ.



## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFQ 008-01-2023-24	CLOSING DATE: 20 NOVEMBER 2023	CLOSING TIME:	14:00	
DESCRIPTION	<b>RFQ 008-2023-24: APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE AFRICAN RENAISSANCE AND INTERNATIONAL COOPERATION FUND (ARF) WITH ASSESSING THE IMPACT ON SOUTH AFRICA'S FOREIGN POLICY BY THE PROJECTS IMPLEMENTED BY THE ARF OVER A FIVE-YEAR PERIOD (2018 TO 2022).</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Email to : rfp@gtac.gov.za					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Nolubabalo Tokwe		CONTACT PERSON	Nolubabalo Tokwe	
TELEPHONE NUMBER	0123155549		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	rfp@gtac.gov.za		E-MAIL ADDRESS	rfp@gtac.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT  <input type="checkbox"/> Yes <input type="checkbox"/> No		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### **3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

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

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

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

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

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

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 To be completed by the organ of state

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

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

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

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

**Failure to complete this table and submission of proof as per Annexure D will result in a score of zero for specific goals.**

The specific goals allocated points in terms of this tender	Maximum points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The percentage of nominated specialist being Black	10	
The percentage of nominated specialist being a Black Woman	5	
A credible plan for skills transfer to the benefit of young Black professionals who are inexperienced in the areas of work. The plan must have identified individuals, the areas of development or skills transfer, the timing linked to the project and anticipated outcome	5	

***NB: Refer to 7.2 of TOR for scoring criteria range and submit Annexure D for verification purposes.***

#### **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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....