

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFI001-2022	CLOSING DATE:	20/07/2022	CLOSING TIME:	11:00 AM
DESCRIPTION	REQUEST FOR INFORMATION ON THE ASSESSMENT AND COST EFFECTIVENESS OF THE SHARED SERVICES MODEL IN THE PUBLIC SECTOR				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE FOLLOWING ADDRESS:

HAND DELIVERED TO:
National Treasury Reception (Cnr Madiba and Thabo Sehume Streets)
240 Madiba (Vermeulen) Street, Pretoria
Attention to: SUPPLY CHAIN MANAGEMENT UNIT, 4th Floor
Attention: Thivhileli Matshinyatsimbi / Koena Mapotse /Taetso Thobejane

Bidder must submit one original hard copy document and soft copies in a USB format

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				
	TCS PIN:		OR	CSD No:
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
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:		
[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]				

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ANSWER PART B:3 BELOW]</p>
<p>SIGNATURE OF BIDDER</p>	<p>.....</p>	<p>DATE</p>	
<p>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</p>			
<p>TOTAL NUMBER OF ITEMS OFFERED</p>		<p>TOTAL BID PRICE (ALL INCLUSIVE)</p>	
<p>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</p>		<p>TECHNICAL INFORMATION MAY BE DIRECTED TO:</p>	
<p>DEPARTMENT/ PUBLIC ENTITY</p>	<p>National Treasury</p>		<p>CONTACT PERSON</p>
<p>CONTACT PERSON</p>	<p>NTAdministrativeTenders@Treasury.gov.za</p>		<p>TELEPHONE NUMBER</p>
<p>TELEPHONE NUMBER</p>			<p>FACSIMILE NUMBER</p>
<p>FACSIMILE NUMBER</p>			<p>E-MAIL ADDRESS</p>
<p>E-MAIL ADDRESS</p>	<p>NTAdministrativeTenders@Treasury.gov.za</p>		

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 ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



TERMS OF REFERENCE

RFI001-2022

**REQUEST FOR INFORMATION ON THE ASSESSMENT AND COST EFFECTIVENESS
OF THE SHARED SERVICES MODEL IN THE PUBLIC SECTOR**

CLOSING DATE: 20 July 2022 AT 11:00 AM

REQUEST FOR INFORMATION ON THE ASSESSMENT AND COST EFFECTIVENESS OF THE SHARED SERVICES MODEL IN THE PUBLIC SECTOR

1. Background and problem statement

- 1.1. South Africa is a constitutional democracy found on the values and principles of human rights, fairness, accountability, impartiality, and the rule of law, among other things. To give effect to these principles, the Constitution provides for the enactment of national legislations to bolster this commitment. As a result, there are various pieces of legislations that establish various entities/structures or divisions to realise the vision as enshrined in the Constitution.
- 1.2. Chapter 9 of the Constitution establishes state institutions supporting constitutional democracy and these are founded on the principle of **independence**, that is they should perform their functions without interference, fear or favour and are directly accountable to Parliament. A 2007 review of these institutions by the Ad hoc Committee on the Review of Chapter 9 and Associated Institutions (referred to as Kader Asmal Committee) revealed that the creation of some of these institutions has compartmentalized human rights and this is not an efficient way of utilizing state resources especially that human rights are interdependent and indivisible. The findings of the committee clearly shows that that there is overlapping mandates amongst some of the institutions supporting constitutional democracy making it even difficult for them to support the seamless application of the Bill of Rights.
- 1.3. The enactment of some legislations has exacerbated the establishment of structures with overlapping mandates leading to duplication of functions and inefficient use of available limited resources. In addition, some of these structures perform similar functions but the main difference is the target market they serve. For example, section 85(1) of the Correctional Services Act (1998) establishes the Judicial Inspectorate for Correctional Services (JICS) which is an **independent** human right body specifically for the inmates in correctional centres and it is currently a unit within the Department of Correctional Services. This in National Treasury's view is a function perfectly performed by a Chapter 9 institution, the South African Human Rights Commission. Again, the Military Ombud Act of 2012 establishes the **independent** Office of the Military Ombud to deal with complaints and grievances of current and former members of the South African National Defence Force (SANDF), as well as a platform for the public to make complaints regarding soldiers' conduct. There is also the South African Health Ombudsman, which is an **independent** body established in terms of the National Health Amendment Act of 2013 and is located in the Office of the Health Standards

REQUEST FOR INFORMATION ON THE ASSESSMENT AND COST EFFECTIVENESS OF THE SHARED SERVICES MODEL IN THE PUBLIC SECTOR

Compliance (OHSC). The health ombudsman can investigate complaints on the following: an act or omission by a person in charge of or employed by a health establishment; or any facility or place providing a health service.

- 1.4. The above are just a few examples of the structures with similar mandate. Some of these institutions are supposed to be **independent** but operate from within the department or entities they oversee thereby limiting their independence and the oversight role they should play. The operation of oversight bodies from within the departments or entities they oversee has always been contested and objected to and for some even been ruled unconstitutional by the Constitutional Court. Important to note is that the founding legislations for some of these oversight structures do not define their organizational form. Beginning to emerge and again in compliance with the Constitutional Court ruling, these structures are beginning to propose their organizational forms to be standalone entities (e.g., government component, public entities etc.) which will operate independently from the 'mother' department or entity that they oversee.
- 1.5. The proliferation of oversight bodies and other bodies in a fiscally constrained environment has always been a major concern for both the National Treasury and the Minister of Finance. The view of the Minister of Finance is that the existing oversight bodies are very costly can be reconfigured differently in a cost-effective manner without necessarily losing their independence and distinctiveness while at the same time still deliver on their legislative mandates. One of the ideas canvassed by the Minister of Finance is the establishment of a shared service for all structures or entities with similar mandate particularly those perceived to be independent. The establishment of shared services can eliminate a proliferation of corporate services established within each structure, for example.
- 1.6. To advance this process further, the service providers are consulted as one of the key experts identified to play a critical role in compiling the feasibility study on the cost effectiveness and efficiency of the shared services.

2. Legislative overview

- 2.1. As set out in section 195 (1) (b) of the Constitution, the public administration must operate to deliver government services to the people. In this regard the public service must be structured and function in terms of national legislation and must effectively and efficiently execute the lawful policies of government. Therefore, the aforementioned section states that "efficient, economic and effective use of resources must be promoted". In this regard, the most cost-effective way of using

REQUEST FOR INFORMATION ON THE ASSESSMENT AND COST EFFECTIVENESS OF THE SHARED SERVICES MODEL IN THE PUBLIC SECTOR

resources is, among others, through sharing services by all institutions with similar or overlapping mandates.

- 2.2. In addition, this Request for Information is guided by the Public Finance Management Act section 6 (1) (g) which state that the National Treasury must: promote and enforce transparency and effective management in respect of revenue, expenditure, assets and liabilities of departments, public entities and constitutional institutions, and section 6(2)(d) indicating that to the extent necessary to perform the functions mentioned in subsection (1), the National Treasury may assist departments and constitutional institutions in building their capacity for efficient, effective and transparent financial management.
- 2.3. Therefore, in ensuring efficiency in the use of resources, the National Treasury informed by the above prescripts, is requesting information from the service providers for the establishment of a shared services model for institutions with similar or overlapping mandates.

3. Purpose of the request for information and specification meeting

- 3.1. The purpose of the request for information is to request the service providers to provide inputs into the developed specifications by participating in the various meeting to be scheduled.
- 3.2. The request for information will be based on the above background, focusing on the following:
 - 3.2.1. Provide a detailed assessment of the cost effectiveness of shared services, if any, without compromising institutional independence, their distinctiveness and service delivery of the affected entities or structures. The list of some entities/structures targeted for shared services is attached as **Annexure A**.
 - 3.2.2. Establish the cost and benefits of shared services
 - 3.2.3. Perform an option analysis for the shared services structure, institutional governance arrangement and management for implementation at the least cost
 - 3.2.4. Given the provision of the Public Finance Management Act (1999) and other relevant legislations, propose the reporting and accountability arrangements for each option with a special focus or emphasis on the preferred option.
 - 3.2.5. Identify the constraints and other impediments for the implementation of shared services and proposals to overcome them.
 - 3.2.6. In light of the above, propose groups of entities/bodies where a shared services option is practical and preferred.

REQUEST FOR INFORMATION ON THE ASSESSMENT AND COST EFFECTIVENESS OF THE SHARED SERVICES MODEL IN THE PUBLIC SECTOR

- 3.3. Therefore, the service providers are required to respond to the following:
 - 3.3.1. What competencies, capabilities and qualification are required to conduct the feasibility study?
 - 3.3.2. What is the reasonable time frame for completing the feasibility study?
 - 3.3.3. How much will it cost to conduct a feasibility study for a shared service center?
 - 3.3.4. Based on experience, provide a concise briefing or inputs demonstrating the ability to deliver on what is contained under section 3.2 with a special focus on cost-effectiveness of the shared services.
- 3.4. The envisaged service provider should note that this project is not aimed at the following:
 - 3.4.1. Design, build and testing
 - 3.4.2. Implementation phase
 - 3.4.3. Restructuring and merging of the institutions

4. Conditions for Participation

- 4.1. The potential service provider should meet the following conditions:
 - 4.1.1. A comprehensive background and experience in "*the assessment and cost effectiveness of the shared services model in the public sector*"
 - 4.1.2. Demonstrate the technical capability to provide an assessment and cost effectiveness of the shared services.
 - 4.1.3. Be able to design the shared service model in the public sector

5. Meeting Details

- 5.1. The service providers are required to RSVP their interest of attendance to NTAdministrativeTenders@Treasury.gov.za, to receive details of the meeting or any other relevant information. The meeting will either be physical or virtual and this will be confirmed.
- 5.2. Service providers will be required to present the requested inputs in a concise PowerPoint slides on a date yet to be set and communicated.
- 5.3. Kindly confirm attendance to the meeting yet to be scheduled and direct enquiries to NTAdministrativeTenders@Treasury.gov.za

6. Requirements

- 6.1. In responding to request stated under section 3.3. the service provider should submit the following documents:

REQUEST FOR INFORMATION ON THE ASSESSMENT AND COST EFFECTIVENESS OF THE SHARED SERVICES MODEL IN THE PUBLIC SECTOR

- 6.1.1. Comprehensive profile of the delivery partner, if any including project team members.
- 6.1.2. Broad-Based Black Economic Empowerment (BBBEE) certificate or an affidavit
- 6.1.3. Proof of company registration on Central Supplier Database (CSD)
- 6.1.4. Tax clearance certificate
- 6.1.5. Proof of companies and intellectual property commission (CIPC) registration
- 6.1.6. Reference letters for similar projects initiated and successfully implemented.

7. Disclaimer

- 7.1. Whilst the intent of National Treasury is to compare supplier responses and conduct market research on, “the assessment and cost effectiveness of the shared services model in the public sector”, National Treasury makes no obligation or undertakings in any way to:
 - 7.1.1. Go out on a tender; or
 - 7.1.2. Accept any Request for Information received from suppliers; or
 - 7.1.3. Include suppliers responding to this Request for Information in any future tender invitation; or
 - 7.1.4. Any other commitment to suppliers whatsoever, including any intention to form a contact with any supplier for “proposing, “the assessment and cost effectiveness of the shared services model in the public sector””.

REQUEST FOR INFORMATION ON THE ASSESSMENT AND COST EFFECTIVENESS OF THE SHARED SERVICES MODEL IN THE PUBLIC SECTOR

Annexure A: A Preliminary List of Institutions Identified for Shared Services¹

Institution	Department
Schedule 1 of the Public Finance Management Act Institutions	
South African Human Rights Commission	Department of Justice and Constitutional Development
Public Protector South Africa	
Commission for Gender Equality	Department Women, Youth and Persons with Disabilities
Commission for the Promotion and Protection of the Rights of Cultural Religious and Linguistic Communities	Department of Traditional Affairs
The Financial and Fiscal Commission	National Treasury
The Independent Communications Authority	Department of Communication and Digital Technologies
The Independent Electoral Commission	Department of Home Affairs
The Municipal Demarcation Board	Department of Cooperative Governance
Pan South African Language Board	Department of Sport, Arts and Culture
Public entities	
National Regulator of Compulsory Specifications	Department of Trade, Industry, and Competition
National Metrology Institute of South Africa	
South African Bureau of Standards	
South African Accreditation System	
Agrément South Africa	Department of Public Works and Infrastructure
Independent Development Trust	
Financial Intelligence Centre	National Treasury
Independent Regulatory Board of Auditors	
Accounting Standards Board	
Corporative Banks and Diversity Development Agency	
Office of the Ombud for Financial Services	
Office of the Pension Fund Adjudicator Agent South Africa	
Cooperative Banks Development Agency	
Brand SA	Government Communication Information System
Media Development and Diversity Agency	Department of Small Business
Small Enterprises Development Agency	
Small Enterprise Financing Agency	Department of Science and Innovation
National Research Foundation	
Council for Scientific and Industrial Research	
Technology Innovation Agency	
South African Heritage Resources Agency	Department of Sport, Arts and Culture
The National Heritage Council	
National Arts Council	
National Film and Video Foundation	
Museums	Department of Health
Office for the Health Standard Compliance (including South African Health Ombudsman)	
Council for Medical Schemes	
South African Health Products Regulatory Authority	

¹ It must be noted that this list is not exhaustive for now and it must be treated as preliminary

REQUEST FOR INFORMATION ON THE ASSESSMENT AND COST EFFECTIVENESS OF THE SHARED SERVICES MODEL IN THE PUBLIC SECTOR

Government Components	
Centre for Public Service Administration	Department of Public Service and Administration
Government Technical Advisory Centre	National Treasury
Independent bodies whose organisational form is not defined	
National Prosecuting Authority	Department of Justice and Constitutional Development
The Information Regulator	
Office of the Legal Services Ombuds	
Office of the Directorate for Priority Crime Investigation	Department of Police
Office of the Directorate for Priority Crime Investigation Judge	
National Forensic Oversight and Ethics Board	
Judicial Inspectorate for Correctional Services	Department of Correctional Services
Office of Military Ombuds	Department of Defence
Council on Higher Education	Department of Higher Education and Training
The South African Qualifications Authority	
The Quality Council for Trades and Occupations	
Inspector-General of Intelligence	State Security Agency
Sector Education and Training Authority	
Agriculture sector education and training Authority	Department of Higher Education and Training
Banking Sector Education and Training Authority	
Culture, Arts, Tourism, Hospitality and Sport Education and Training Authority	
Construction Education and Training Authority	
Chemical Industries Education and Training Authority	
Education, Training and Development Practices	
Energy and Water Sector Education and Training Authority	
Financial and Accounting Services Sector Education and Training Authority	
Food and Beverages Manufacturing Industry Sector Education and Authority	
Fibre Processing and Manufacturing Sector Education and Training Authority	
Health and Welfare Sector Education and Training Authority	
Local Government Sector Education and Training Authority	
Manufacturing Engineering and Related Services Sector Education and Training Authority	
Media, Advertising, Information and Communication Technologies Sector Education and Training Authority	
Mining Qualifications Authority	
Public Service Sector Education and Training Authority	
Safety and Security Sector Education & Training Authority	
Services Sector Education and Training Authority	
Transport Education and Training Authority	
Wholesale and Retail Sector Education and Training Authority	
Insurance Sector Education and Training Authority	

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID NO: RFI0001-2022**

CLOSING TIME 11:00 ON 20 July 2022

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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RFI0001-2022: REQUEST FOR INFORMATION ON THE ASSESSMENT AND COST EFFECTIVENESS OF THE SHARED SERVICES MODEL IN THE PUBLIC SECTOR

Services must be quoted in accordance with the attached RFI

Total cost of the assignment (R inclusive VAT) R.....

NB: Bidders are also advised to indicate a total cost breakdown for this assignment. (Annexure A)

The financial proposal for this assignment should cover for all assignment activities and outputs enumerated above.

- 2. Period required for commencement with project after acceptance of bid _____
- 3. Are the rates quoted firm for the full period? Yes/No
- 4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to –

Department: National Treasury

E-mail address: NTAdministrativeTenders@Treasury.gov.za

PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

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