

# REQUEST FOR PROPOSAL: PROVISION OF DETAILED TAX REVIEW SERVICES

Terms of Reference

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**REQUEST FOR PROPOSAL**

**ECIC01P-2022/23**

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**TITLE: PROVISION OF DETAILED TAX REVIEW SERVICES**

**CLOSING DATE: 12 July 2022**

**CLOSING TIME: 15H00 (SAST, OBTAINABLE FROM TELKOM BY DAILING 1026)**

**CONTRACT NUMBER: SLA002-2022/23**

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### **1. Introduction**

- 1.1 The Export Credit Insurance Corporation of South Africa (SOC) LTD (ECIC)<sup>1</sup> is a self-sustained state-owned entity listed under Schedule 3B of the Public Finance Management Act 1 of 1999 (as amended) and established in terms of the Export Credit and Foreign Investments Insurance Act 78 of 1957 (as amended).
- 1.2 The mandate of ECIC is to facilitate and encourage South African export trade, by underwriting export credit loans and investments outside the country, to enable South African contractors to win capital goods and services contracts in countries outside South Africa. ECIC is a registered Financial Service Provider and is regulated by the Financial Sector Conduct Authority and Prudential Authority (FSP No: 30656). Currently exempted in terms of FAIS Notice 78 of 2019.
- 1.3 ECIC operates from offices at Block C7 Eco Origins Office Park, 349 Witch Hazel Avenue, Highveld Ext 79, Centurion, 0157, South Africa.

### **2. Purpose**

- 2.1 The purpose of this bid is to appoint a service provider to conduct a detailed tax review covering the 2020/21 financial year. ECIC is registered for income tax and value added tax.

### **3. Background**

- 3.1 ECIC is a registered for income tax in terms of the Income Tax Act 58 of 1962 (Income Tax Act) and for Value Added Tax in terms of Value-Added Tax Act 89 of 1991 (VAT Act). ECIC is required to comply with the provisions of these tax laws and ensure proper maintenance of the records concerning the provisions of tax laws.
- 3.2 The activities and process pertaining to tax administration are currently conducted internally.
- 3.3 ECIC earns income from following sources:
  - 3.3.1 Premiums in relation to insurance policies with financial institutions;
  - 3.3.2 Investment income in the form of interest, dividends, profit/loss on sale of investments and fair value movements which is generated on the excess cash invested; and
  - 3.3.3 Government grants relating to Interest Make-Up Scheme (IMU Scheme). ECIC participates in the IMU Scheme which is a scheme which was implemented by the National Government of South Africa (the Government), represented by the Department of Trade, Industry and Competition (dtic). The IMU Scheme is an incentive scheme whereby a number of South African Financial Institutions were incentivised to limit

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<sup>1</sup> Further information on the ECIC can be found at [www.ecic.co.za](http://www.ecic.co.za)

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the interest rate charged to borrowers of export credit loans (borrowers). The Government compensates the Financial Institutions for the loss of income they would have received from the borrowers, had interest been levied at the usual rate. ECIC receives the IMU grant from the dtic annually to settle the related IMU claims from financial institutions.

- 3.4 The goods and services consumed or used by the ECIC are comprised of the following:
- 3.4.1 Goods and services that are directly linked/ wholly consumed/used in making taxable supplies (insurance related transactions).
  - 3.4.2 Goods and services that are directly linked/ wholly consumed/used in making of exempt supplies (investment related transactions).
  - 3.4.3 Good and services that are consumed/used in making both taxable and exempt supplies (mixed expenses e.g., support functions like finance).
- 3.5 The functional currency for ECIC is US Dollars whilst the tax is calculated on the ZAR currency; therefore, ECIC is exposed to foreign exchange currency movements.
- 3.6 Value added tax for support functions is apportioned. VAT returns are submitted on a monthly basis.
- 3.7 Income tax is paid three times a year in September (1st provisional tax payment), March (2nd provisional tax payment) and post approval of the audited annual financial statements (top-up payment for the 2nd provisional tax payment).

## 4. Briefing session (Virtual briefing session)

- 4.1 A non-compulsory briefing session will be held virtually on 14 June 2022 at 14H00 (South African Standard Time) for approximately 1 hour at the following address:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OTYxMWYzZjMtMDQxZi00ZjI0LWI2M2QtMDVhMzljOTY3Zjkw%40thread.v2/0?context=%7b%22Tid%22%3a%22bcc49292-184b-47c7-bb08-4467c490ca5c%22%2c%22Oid%22%3a%22b3fd1dce-b741-4982-b356-9177fe214eae%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTYxMWYzZjMtMDQxZi00ZjI0LWI2M2QtMDVhMzljOTY3Zjkw%40thread.v2/0?context=%7b%22Tid%22%3a%22bcc49292-184b-47c7-bb08-4467c490ca5c%22%2c%22Oid%22%3a%22b3fd1dce-b741-4982-b356-9177fe214eae%22%7d)

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### **5. Scope of work**

- 5.1 ECIC seeks services of suitably qualified tax experts with extensive past experience in Income Tax and Value Added Tax to conduct a detailed tax review covering the 2020/21 financial year. The detailed tax review will cover both the income tax and value added tax.
- 5.2 The appointed bidder will be required to provide a report on the following:
- 5.2.1 Review of the day-to-day transactions for ECIC for compliance with all the section of the VAT Act.
  - 5.2.2 Review the Income tax computation for compliance with all the sections of the Income tax Act.
  - 5.2.3 Review and identify gaps in the current process and internal controls in place to ensure compliance with the VAT Act and Income tax Act.
  - 5.2.4 Review of the records maintained for tax purposes (VAT and income tax) for completeness and adequacy.
  - 5.2.5 Recommend internal controls to be implemented to close the gaps identified.
- 5.3 The appointed bidder will also be required to recommend the latest tools/models which can used to ensure accuracy of tax calculations.

### **6. Contract condition**

- 6.1 The duration of the contract will be for a period of one year which is once off.

### **7. Due diligence/ site inspection**

- 7.1 At the ECIC's discretion, a due diligence and/or site inspection may be conducted on the identified bidder (*the due diligence site visit may take place remotely*). ECIC will visit the identified bidders' premises with the objective of verifying information as contained in their bid documents.
- 7.2 Where applicable, the ECIC will issue criteria for the due diligence review or site inspection beforehand to the applicable bidder(s). Should it be discovered during a due diligence visit or site inspection that the information submitted by the identified bidder is inconsistent with what is on their current premises of business, ECIC reserves the right to disqualify such bidder.
- 7.3 ECIC may identify another bidder using the next highest points obtained in the evaluation phase as stipulated in paragraph 8.1.3, taking into consideration the process followed under paragraphs 7.1 and 7.2.

### **8. Bid evaluation**

8.1 The proposals will be evaluated in phases as highlighted below and detailed in paragraphs 9 to 11 of this document:

#### **8.1.1 Phase One: Pre-qualification**

Compliance with pre-qualification requirements as listed in paragraph 9. In this evaluation phase, all bidders that fail to provide the required information and documentation, will be disqualified from further evaluation.

#### **8.1.2 Phase Two: Functional evaluation (desktop evaluation)**

In this evaluation phase, bidders are expected to obtain a minimum of 80 out of 100 points to proceed to the next evaluation stage of the evaluation. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation phase.

#### **8.1.3 Phase Three: Preference point system**

The 80/20 preference points system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price and 20.00 points represents maximum obtainable points for the B-BBEE level status (to be evaluated using provisions under paragraph 11). Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table as listed in the bid documentation (refer to paragraph 11.3).

### **9. Evaluation Phase One: Pre-qualification**

9.1 The team of tax experts must be at minimum comprised of:

9.1.1 Lead must hold a Chartered Accountant (SA) (CA (SA)) qualification or post graduate degree/diploma in Taxation or LLB degree with at least 10 years conducting similar work.

9.1.2 At least one team manager must hold a CA (SA) qualification with at least 5 years conducting similar work.

9.1.3 At least one team manager must hold a Post Graduate degree/diploma in Taxation or LLB degree with at least 5 years conducting similar work.

9.1.4 All the other team members must hold a Diploma/degree in Accounting or Taxation or Law or equivalent (where applicable).

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- 9.1.5 The bidder must have rendered similar service for at least 5 years for insurance sector/industry. The bidder must provide at least one (1) reference letter(s) from a client(s) in the insurance industry where the bidder rendered a similar services at least 5 years ago. The reference letter must include contact details of the client.

In the instance where the bidder had a business combination process during the past five years, the bidder is allowed to provide reference letter(s) of any of the entities that are part of the business combination.

- 9.2 Bidders must refer to **Annexure B (in page 20)** for the documents required.
- 9.3 ECIC will only consider a bid if the relevant bidder meets the pre-qualification criteria mentioned in paragraphs 9.1.1 to 9.1.5. Where a bidder fails to meet the pre-qualification criteria, the bid will be considered an unacceptable bid and will be disqualified from further evaluation.

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#### 10. Evaluation Phase Two: Functional

- 10.1 The proposal submitted by the bidder will be evaluated by the ECIC based on the following criteria and be rated as the factor score over 5 multiplied by the applicable points:

Factor scores: 0=Poor, 1=Below average, 2=Average, 3=Good, 4=Very Good, 5=Excellent

**Table 1**

EVALUATION CRITERIA	DESCRIPTION OF POINTS ALLOCATION			SUB POINTS	POINTS
	DETAILS/INFORMATION	EVIDENCE/PROOF	FACTRO		
1. Experience of the company	1.1. Company's experience/knowledge in conducting South African Income Tax detailed reviews.  Bidder must provide reference letters not older than three years on the clients' letterhead.	1.1.1. Bidder has not conducted detailed income tax reviews.	0	15	30
		1.1.2. Bidder has conducted detailed income tax reviews for clients in any industry other than insurance industry or for less than 3 clients in the insurance industry.	1-2		
		1.1.3. Bidder has conducted detailed income tax reviews for 3 clients in the insurance industry.	3		
		1.1.4. Bidder has conducted detailed income tax reviews for 4 clients in the insurance industry.	4		
		1.1.5. Bidder has conducted detailed income tax reviews more than 4 clients in the insurance industry.	5		
		1.2.1. Bidder has not conducted detailed VAT reviews.	0	15	



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EVALUATION CRITERIA	DESCRIPTION OF POINTS ALLOCATION			SUB POINTS	POINTS
	DETAILS/INFORMATION	EVIDENCE/PROOF	FACTRO		
	1.2. Company’s experience/knowledge in conducting South African VAT detailed reviews.  Bidder must provide reference letters not older than three years on the clients’ letterhead.	1.2.2. Bidder has conducted detailed VAT reviews for clients in any industry other than insurance industry or for less than 3 clients in the insurance industry.	1-2		
		1.2.3. Bidder has conducted detailed VAT reviews for 3 clients in the insurance industry.	3		
		1.2.4. Bidder has conducted detailed VAT reviews for 4 clients in the insurance industry.	4		
		1.2.5. Bidder has conducted detailed VAT reviews more than 4 clients in the insurance industry.	5		
2. Experience of the Project Lead	2.1. Project Lead experience in South African Income Tax  Bidder must provide CV of Team Leader that includes the experience of the proposed resources.	2.1.1. Team leader has not conducted detailed income tax reviews.	0	20	40
		2.1.2. Team Lead has conducted detailed income tax reviews for clients in any industry other than insurance industry or for less than 3 clients in the insurance industry.	1-2		
		2.1.3. Team Lead has conducted detailed income tax reviews for 3 clients in the insurance industry.	3		
		2.1.4. Team Lead has conducted detailed income tax reviews for 4 clients in the insurance industry.	4		
		2.1.5. Team Lead has conducted detailed income tax reviews more than 4 clients in the insurance industry.	5		
	2.2. Project Lead experience in South African VAT.  Bidder must provide CV of Team Leader that includes the experience of the proposed resources.	2.2.1. Team Lead has not conducted detailed VAT reviews.	0	20	
		2.2.2. Team Lead has conducted detailed VAT reviews for clients in any industry other than insurance industry or for less than 3 clients in the insurance industry.	1-2		

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EVALUATION CRITERIA	DESCRIPTION OF POINTS ALLOCATION			SUB POINTS	POINTS
	DETAILS/INFORMATION	EVIDENCE/PROOF	FACTRO		
		2.2.3. Team Lead has conducted detailed VAT reviews for 3 clients in the insurance industry.	3		
		2.2.4. Team Lead has conducted detailed VAT reviews for 4 clients in the insurance industry.	4		
		2.2.5. Team Lead has conducted detailed VAT reviews more than 4 clients in the insurance industry.	5		
3. Experience of the team manager (s)	3.1. Team management experience in South African Income Tax.  Bidder must provide CV of Team management that includes the experience of the proposed resources.	3.1.1. Team management has not conducted detailed income tax reviews.	0	15	30
		3.1.2. Team management has conducted detailed income tax reviews for clients in any industry other than insurance industry or for less than 3 clients in the insurance industry.	1-2		
		3.1.3. Team management has conducted detailed income tax reviews for 3 clients in the insurance industry.	3		
		3.1.4. Team management has conducted detailed income tax reviews for 4 clients in the insurance industry.	4		
		3.1.5. Team management has conducted detailed income tax reviews more than 4 clients in the insurance industry.	5		

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EVALUATION CRITERIA	DESCRIPTION OF POINTS ALLOCATION			SUB POINTS	POINTS
	DETAILS/INFORMATION	EVIDENCE/PROOF	FACTRO		
	3.2. Team management experience in South African VAT.  Bidder must provide CV of Team management that includes the experience of the proposed resources.	3.2.1. Team management has not conducted detailed VAT reviews.	0	15	
		3.2.2. Team management has conducted detailed VAT reviews for clients in any industry other than insurance industry or for less than 3 clients in the insurance industry.	1-2		
		3.2.3. Team management has conducted detailed VAT reviews for 3 clients in the insurance industry.	3		
		3.2.4. Team management has conducted detailed VAT reviews for 4 clients in the insurance industry.	4		
		3.2.5. Team management has conducted detailed VAT reviews more than 4 clients in the insurance industry.	5		
		TOTAL			

10.2 The total points achieved under this evaluation criteria will be rounded to the nearest two decimal places.

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#### 11. Evaluation Phase Three: Preference point system

- 11.1 The formula below will be used to calculate the preference procurement points for price if the 80/20 basis applies.

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

Where

*P<sub>s</sub>* = Points scored for comparative price of bid under consideration

*P<sub>t</sub>* = Comparative price of bid or offer under consideration

*P<sub>min</sub>* = Comparative price of lowest acceptable bid

- 11.2 Depending on the bidder's level of broad-based black empowerment contribution, a maximum of 20 points may be allocated to a bidder. The points scored by a bidder for broad-based black economic empowerment contribution will be added to the preference procurement points allocated for price. It is noted that international asset managers will not be able to meet the B-BBEE requirements and will receive a score for this section of the evaluation of zero unless they are able to demonstrate a partnership, JV or consortium with a local partner with relevant B-BBEE status.
- 11.3 The table below reflects the number of points to be allocated to a bidder based on broad-based black economic empowerment contribution:

**Table 2**

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 11.4 The B-BBEE points will be awarded as per the rating certificate, the points for joint ventures (JV) or consortiums will be awarded based on the certificate of the JV or the consortium.
- 11.5 The total points achieved under this evaluation criteria will be rounded to the nearest two decimal places.

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### 12. Standard bidding documents

- 12.1 The following compulsory additional information is required. Failure to complete and supply any of these documents may lead to disqualification from this bid. It is noted that international service providers will not be able to meet the B-BBEE requirements.

**Table 3**

Invitation to bid (all bidders must ensure that this Form is duly completed and signed)	SBD 1
Declaration of Interest	SBD 4
Preference Points Claim Form (including a valid B-BBEE Status Level Verification Certificate)	SBD 6.1
<b>Should a bidder not complete and sign the SBD6.1, the bidder will be allocated 0.00 points for B-BBEE.</b>	

### 13. Instructions to respondents

#### 13.1 Correspondence

- 13.1.1 No telephonic or any other form of communication with any other ECIC member of staff other than the named individual below, relating to this RFP will be permitted. All enquiries must be in writing only.
- 13.1.2 All questions relating to the contents of the tender (conditions, rules, terms of reference etc.) must be forwarded in writing via email to [procurement@ecic.co.za](mailto:procurement@ecic.co.za) by not later than 22 June 2022. Questions received after this date will not be entertained.
- 13.1.3 All questions must reference specific paragraph numbers, where applicable.
- 13.1.4 All enquiries (received on or before the closing date for enquiries) will be consolidated and ECIC will publish one response document on the ECIC website ([www.ecic.co.za](http://www.ecic.co.za)) within two working days after the date in indicated in paragraph 13.1.2.
- 13.1.5 No requests for information shall be made to any other person or place and in particular not to the existing provider of this service.

#### 13.2 Submission of the proposals

- 13.2.1 Bid documents must be clearly marked for ease of reference.
- 13.2.2 Bid documents must be submitted on PDF format on/or before the closing date and time to the following email address:

[procurement@ecic.co.za](mailto:procurement@ecic.co.za)

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- 13.2.3 The following email submission procedures or protocols must be adhered to ensure safe and secure submission of the tender documents and supporting documents:
- 13.2.3.1 The tender document, including the supporting or returnable documents should be submitted via email in PDF format.
- 13.2.3.2 If the PDF tender document, including the supporting or returnable documents is less than 20 Megabytes (MB), it should be submitted as one document. If the electronic bid document is more than 20MB, the electronic tender document should be split in order to adhere to the 20MB email capacity.
- 13.2.3.3 Bidders are also encouraged to submit a USB detailing their tender proposals.
- 13.2.4 Only if bidders are experiencing challenges with emailing documents, tenders can be delivered at the ECIC Offices on/or before the closing date and time at Block C7 Eco Origins Office Park, 349 Witch Hazel Avenue, Highveld Ext 79, Centurion, 0157, South Africa.
- 13.2.5 **Notwithstanding the method of submission, any bid received after the closing date and time will not be accepted.**
- 13.2.6 All bids and all subsequent information received from respondents will not be returned. The proposals should be addressed to the Head of Procurement of ECIC.

## 14. Timeline of the bid process

- 14.1 The period of validity of the tender and the withdrawal of offers, after the closing date and time are 180 days, expiring on 8 January 2023. The project timeframes of this bid are set out below:

**Table 4**

STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
1.	Advertisement of bid on Government e-tender portal / ECIC Website	7 June 2022
2.	Non-compulsory briefing session (virtual)	14 June 2022
3.	Questions relating to bid from bidder(s)	22 June 2022
4.	Bid closing	12 July 2022
5.	Compliance	22 July 2022

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STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
6.	Functional Evaluation	22 July 2022
7.	Preference Points	29 July 2022
8.	Bid Adjudication	12 August 2022

14.2 All dates and times in this bid are in South African Standard Time.

14.3 Any time or date in this bid is subject to change at the discretion of ECIC. The establishment of a time or date in this bid does not create an obligation on the part of ECIC to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if ECIC extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

14.4 ECIC will notify all bidders of the outcome of the bid within 10 days from the date of adjudication of this bid.

## 15. Bid rules

### 15.1 Documents/information required as a condition of award

15.1.1 Proof of registration valid registration on the National Treasury Central Supplier Database (CSD) (only applicable if claiming B-BBEE points in the adjudication process).

15.1.2 All SBDs signed and completed, SBD1, SBD4, and SBD6.1.

### 15.2 B-BBEE Joint Ventures or Consortiums

15.2.1 Bidders who would wish to respond to this bid as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their bid submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party.

15.2.2 If such a JV or consortium agreement is unavailable, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by ECIC through this bid process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to ECIC.

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- 15.2.3 Bidders are to note the requirements for B-BBEE compliance of JVs or consortiums as stipulated in the bidding form in order to obtain preference points for their B-BBEE status and submit it together with proof of their B-BBEE Status.

### 15.3 Sub-contracting

- 15.3.1 ECIC fully endorses the South African Government's transformation and empowerment objectives and in awarding the tender or contract, preference may be given to bidders (Generics) who are willing to subcontract not less than 30% of the contract to a company which is Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, an EMEs and QSE. EME's and QSE's are allowed to bid without subcontracting.
- 15.3.2 If contemplating subcontracting, please note that a bidder will not be awarded points for B-BBEE if it is indicated in its Proposal that such bidder intends subcontracting more than 30% (thirty percent) of the value of the contract to an entity/entity that do not qualify for at least the same points that the bidder qualifies for, unless the intended subcontractor is a company which is Black Owned, Black Women Owned, Black Youth Owned, owned by Black People with Disabilities, an EME and QSE , with the capability to execute the subcontract.
- 15.3.3 A person awarded a contract may not subcontract more than 25% (twenty five) of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.
- 15.3.4 Respondents are required to indicate the percentage of the contract that will be sub-contracted as well as the B-BBEE status of the sub-contractor/s on the SBD6.1.

### 15.4 ECIC's rights

- 15.4.1 ECIC reserves the right to:
- 15.4.2 Amend any bid conditions, bid validity period, bid specifications, or extend the bid closing date, all before the bid closing date. Such amendments will be posted on the ECIC's website under the relevant tender information. All prospective bidders must therefore ensure that they visit the website of ECIC ([www.ecic.co.za](http://www.ecic.co.za)) regularly before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 15.4.3 Cancel or withdraw this bid at any time, as a whole or in part without reasons and without attracting any liability.
- 15.4.4 Award this bid to more than one bidder.
- 15.4.5 Negotiate with all or some of the shortlisted bidders.



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15.4.6 Not accept the lowest priced bid or award the bid to a bidder other than the highest scoring bidder.

15.4.7 Conduct site visits at bidder's offices and / or at client sites if so required.

15.4.8 Request any relevant information and/ or documents to verify or clarify information supplied in the bid response in relation, but not limited, to the structure of the bidding entity, bidder's capacity, proposed solution, proposed timelines etc.

### 15.5 Contract fees

15.5.1 Where a bidder indicates that its prices are subject to confirmation, or are in any way conditional, such pricing will not be considered.

### 15.6 Confidentiality

15.6.1 Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence. In submitting a response, a Service provider agrees that it shall not be entitled to any information disclosed by another respondent to ECIC, which ECIC has determined to be of a confidential nature. The content and details of the evaluation of submissions will remain confidential to ECIC.

### 15.7 Other matters

15.7.1 If the ECIC does not accept any proposal, it will declare this bid process closed and may then elect to:

15.7.1.1 Proceed on a completely different basis; and/or

15.7.1.2 Not to appoint any respondent (in the event it deems all or any of the proposals not appropriate).

15.7.2 The ECIC reserves the right to engage in any processes required to validate all claims made in the proposal.

15.7.3 The ECIC has the right to enter into negotiation with a prospective Service provider regarding any terms and conditions, including fees, of a proposed contract.

15.7.4 Bidders are allowed to submit joint proposals to allow different companies/entities to undertake different components of the work under one single proposal. In such event however, each bidder is required to provide a B-BBEE certificate.

### 15.8 Disclaimer

15.8.1 The ECIC has produced this bid in good faith. However, the ECIC, its agents and its employees and associates, do not warrant its accuracy or completeness. The ECIC will not be liable for any claim whatsoever and howsoever arising (including,

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without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this bid due to any misinterpretation of this bid.

- 15.8.2 This bid is a request for proposals only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the ECIC and the bidder.

### 15.9 Terms of engagement

- 15.9.1 The ECIC's engagement of the service provider will be documented in a contract between the ECIC and the appointed bidder.

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## Annexures

### Annexure A: Format for fee proposal

1. The bidder must provide ECIC with pricing based on the template (example) below. The pricing shall be firm for the duration of the contract. The bidder must clearly indicate whether pricing (in South African Rands) is inclusive or exclusive of Value Added Tax at 15%.

RESOURCE	NUMBER OF HOURS PER MONTH	RATE PER HOUR	TOTAL IN RANDS
Lead	XXX	RXXX	RXXX
Additional resource(s) if so required (the supplier can provide for as much additional resources required, but must ensure that, the additional resources are broken down following this template)	XXX	RXXX	RXXX
Costs for meetings including travelling	XXX	RXXX	RXXX
Any other fee not included above	XXX	RXXX	RXXX
Sub Total (excluding Value Added Tax)			RXXX
Value Added Tax (at 15%)			RXXX
<b>Total fee (inclusive of VAT)</b>			<b>RXXX</b>

2. The bidders must ensure that their bid amount include all applicable and associated costs.
3. ECIC will only accept fixed prices for the contract term. The quoted price must be an all-inclusive price.
4. The quotation must be on the letter head of the bidder.

## REQUEST FOR PROPOSAL: PROVISION OF DETAILED TAX REVIEW SERVICES

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#### Annexure B: List of resources

The bidder must also submit a list of the proposed resources in the format or similar format provided below.

PROPOSED RESOURCE		Highest Qualification	Number of years conducting tax reviews (or similar)	Copies of qualifications and CV attached (Yes/No)
Role	Name			
Lead must hold a CA (SA) qualification or post graduate degree/diploma in Taxation or LLB degree with at least 10 years conducting similar work.	XXXXXX	XXXXXX	XXXXXX	XXXXXX
At least one team manager must hold a CA (SA) qualification with at least 5 years conducting similar work.	XXXXXX	XXXXXX	XXXXXX	XXXXXX
	XXXXXX	XXXXXX	XXXXXX	XXXXXX
At least one team manager must hold a Post Graduate degree/diploma in Taxation or LLB degree with at least 5 years conducting similar work.	XXXXXX	XXXXXX	XXXXXX	XXXXXX
	XXXXXX	XXXXXX	XXXXXX	XXXXXX
All the other team members must hold a Diploma/degree in Accounting or Taxation or Law or equivalent (where applicable).	XXXXXX	XXXXXX	XXXXXX	XXXXXX
	XXXXXX	XXXXXX	XXXXXX	XXXXXX
	XXXXXX	XXXXXX	XXXXXX	XXXXXX
	XXXXXX	XXXXXX	XXXXXX	XXXXXX
	XXXXXX	XXXXXX	XXXXXX	XXXXXX

The bidder may have more than one resources per role area. In that event, the bidder must provide the requirement information for each proposed resource. The bidders can add additional lines if so required.

The requested information must be provided on the letterhead of the bidder.

### Annexure C: Protection of personal information

1. ECIC recognises that when the Bidder submits its proposal in response to this bid, it will provide personal information, which ECIC will process for the sole purpose of evaluating the Bidder's proposal. By submitting its proposal in responding to this Request for Quotations, the Bidder hereby provide its consent to the processing of its Personal Information by ECIC.
2. The following terms shall have the meaning ascribed to them:
  - 2.1. **"Personal Information"** shall bear the same meaning as ascribed to it under POPI;
  - 2.2. **"POPI"** means Protection of Personal Information Act, No. 4 of 2013;
  - 2.3. **"Responsible Party"** shall bear the same meaning as ascribed to it under POPI; and
  - 2.4. **"bid"** means this Request for Quotations.
3. ECIC as the Responsible Party undertakes to:
  - 3.1. comply with the provisions of POPI as well as all applicable legislation as amended or substituted from time to time;
  - 3.2. treat all Personal Information strictly as defined within the parameters of POPI;
  - 3.3. process Personal Information only in accordance with the consent it was obtained for, for the purpose agreed, as permitted by law;
  - 3.4. secure the integrity and confidentiality of any Personal Information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss, damage, unauthorised destruction, access, use, disclosure or any other unlawful processing of Personal Information;
  - 3.5. not transfer any Personal Information to any third party in a foreign country unless such transfer complies with the relevant provisions of POPI regarding trans-border information flows; and
  - 3.6. not retain any Personal Information for longer than is necessary for achieving the purpose in terms of bid or in fulfilment of any other lawful requirement.

## REQUEST FOR PROPOSAL: PROVISION OF DETAILED TAX REVIEW SERVICES

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4. ECIC will ensure that all reasonable measures are taken to:
  - 4.1. identify reasonably foreseeable internal and external risks to the Personal Information in its possession or under its control;
  - 4.2. establish and maintain appropriate security safeguards against the identified risks;
  - 4.3. regularly verify that the security safeguards are effectively implemented;
  - 4.4. ensure that the security safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards;
  - 4.5. provide immediate notification to the Bidder if a breach in information security or any other applicable security safeguard occurs; provide immediate notification to the Bidder where there are reasonable grounds to believe that the Personal Information has been accessed or acquired by any unauthorised person;
  - 4.6. remedy any breach of a security safeguard in the shortest reasonable time and provide the Bidder with the details of the breach and, if applicable, the reasonable measures implemented to address the security safeguard breach;
  - 4.7. provide immediate notification to the Bidder where the Bidder has, or reasonably suspects that, Personal Information has been processed outside of the purpose agreed to or consented to;
  - 4.8. provide the Bidder, upon request, with all information of any nature whatsoever relating to the processing of the Personal Information for the purpose of the bid and any applicable law; and
  - 4.9. notify the Bidder, if lawful, of receipt of any request for access to Personal Information, in its possession and relating to the Bidder.
5. The Bidder has the right to inspect the Personal Information processing operations, as well as the technical and organisational information security measures employed by the ECIC to ensure compliance with the provisions of this Annexure.

# REQUEST FOR PROPOSAL: PROVISION OF DETAILED TAX REVIEW SERVICES

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## Annexure D: Applicable Standard Bidding Documents

SBD 1

### PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EXPORT CREDIT INSURANCE CORPORATION OF SOUTH AFRICA (SOC) LIMITED</b>					
<b>BID NUMBER:</b>	ECIC01P-2022/23	<b>CLOSING DATE:</b>	12 July 2022	<b>CLOSING TIME:</b>	15:00
<b>DESCRIPTION</b>	<b>Provision of detailed tax review services</b>				
<b>BID RESPONSE DOCUMENTS MUST BE SENT TO THE EMAIL ADDRESS</b>					
<a href="mailto:procurement@ecic.co.za">procurement@ecic.co.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
<b>CONTACT PERSON</b>	Ayanda Mdunge		<b>CONTACT PERSON</b>	Ayanda Mdunge	
<b>E-MAIL ADDRESS</b>	<a href="mailto:procurement@ecic.co.za">procurement@ecic.co.za</a>		<b>E-MAIL ADDRESS</b>	<a href="mailto:procurement@ecic.co.za">procurement@ecic.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
<b>NAME OF BIDDER</b>					
<b>POSTAL ADDRESS</b>					
<b>STREET ADDRESS</b>					
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>		
<b>CELLPHONE NUMBER</b>					
<b>FACSIMILE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>		
<b>E-MAIL ADDRESS</b>					
<b>VAT REGISTRATION NUMBER</b>					
<b>SUPPLIER COMPLIANCE STATUS</b>	<b>TAX COMPLIANCE SYSTEM PIN:</b>		<b>OR</b>	<b>CENTRAL SUPPLIER DATABASE No:</b>	<b>MAAA</b>
<b>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE</b>	<b>TICK APPLICABLE BOX]</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>[TICK APPLICABLE BOX]</b> <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>					
<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ENCLOSE PROOF]</b>	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</b>				

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#### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ 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.**



# REQUEST FOR PROPOSAL: PROVISION OF DETAILED TAX REVIEW SERVICES

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### 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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
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

- 1.1. 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.
- 1.2. 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>2</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

<sup>2</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.

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- 2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1. If so, furnish particulars:

Full Name (Name of person employed by Export Credit Corporation of South Africa (SOC) Ltd, the procuring institution)	Relationship

- 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:

Name of Related Enterprise	Registration (ID) Number

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### 3. DECLARATION

I, the undersigned, 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>3</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.
- 3.5. 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.
- 3.6. 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.
- 3.7. 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.

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<sup>3</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.

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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.

Name of declarer			
Position/Title of declarer			
Name of bidder			
Signature of declarer		Date of signature	

## PREFERENCE POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- (a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 Preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and

- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

### 2. DEFINITIONS

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity 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;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**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;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**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;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20

3.2 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 bid under consideration

P<sub>t</sub> = Price of bid under consideration

P<sub>min</sub> = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points ( <del>90/10 system</del> )	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

### 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = ...(maximum of 10 or 20 points) (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.



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#### 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?  
(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

i. If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE  
(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

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### 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm.....

8.2 VAT registration Number.....

8.3 Company registration number.....

### 8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

**[TICK APPLICABLE BOX]**

### 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....  
.....

### 8.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

**[TICK APPLICABLE BOX]**

8.7 Total number of years the company/firm has been in business.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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;

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- iii. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (a) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (b) disqualify the person from the bidding process;
  - (c) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (d) 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;
  - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
  - (f) forward the matter for criminal prosecution.

WITNESSES			BIDDER	
1.	Name		Name	
	Signature		Signature	
2.	Name		Address	
	Signature			

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### Annexure E: Administrative Checklist

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document.

ITEM	DOCUMENT REFERENCE		ACTION TO BE TAKEN	YES/ NO
1.	Annexure A		Is the quotation submitted?	
2.	Annexure B		Is the list of resources submitted, together with supporting documentation (information) as required in Annexure B?	
3.	SBD 1	Invitation to bid	Is the form duly completed and signed?	
4.	SBD 4	Declaration of Interest (if applicable)	Is the form duly completed and signed? (if applicable)	
5.	SBD 6.1	Preference Points Claim Form for Preferential Procurement Regulations 2017 (if applicable)	Is the form duly completed, B-BBEE points claimed (if applicable) and form signed?	
6.	B-BBEE status level verification certificate or Sworn Affidavit (if applicable)		Is proof of B-BBEE Status level of contributor attached (if applicable)? Bidder must attach copy of BEE Certificate or copy of Sworn Affidavit, whichever is applicable.  <b>Bidders must ensure that, where applicable, the proof submitted is in the name of the bidder, or in instances where the bidder is a subsidiary of a holding entity, the bidder must ensure that, the name of the bidder appears on the document provided (including any supporting Annexure).</b>	
7.	Copy of CSD Report or MAAA Number (if applicable)			
8.	Tender submission (if the bidder is submitting physical information/documents)		Two (2) printed copies (one original and one copy) submitted? (if submitting physical copies).	
			One (1) electronic copy submitted?	

I, the undersigned (name) ..... certify that the information furnished on this checklist is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_