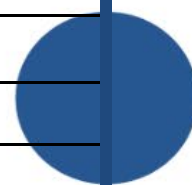




NAME OF BID	PROVISION OCUSTOMER VIDEO CONTENT DESIGN AND DEVELOPMENT
BID NO.	FSCA2022/23-T009
CLOSING DATE	13 December 2022
CLOSING TIME	11h00 (South African Standard Time, obtained from Telkom SA SOC Limited by dialling 1026)

BIDDER NAME			
ID/REGISTRATION NUMBER			
CSD NUMBER			
B-BBEE LEVEL		EXPIRY DATE	
CONTACT PERSON			
EMAIL ADDRESS			
TELEPHONE NUMBER			



Riverwalk Office Park, Block B; 41 Matroosberg Road  
(Corner Garsfontein and Matroosberg Roads)  
Ashlea Gardens, Extension 6  
Menlo Park; Pretoria; South Africa; 0081

P.O. Box 35655; Menlo Park; 0102

Switchboard: +27 12 428 8000

Website: [www.fsca.co.za](http://www.fsca.co.za)



**Executive Committee:**

Commissioner: U. Kamlana | Deputy Commissioners: A. Ludin | K. Gibson | F. Badat

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## A. INTRODUCTION TO BID

### 1. Introduction

- 1.1 The Financial Sector Conduct Authority (FSCA) was established in terms of the Financial Sector Regulation Act No. 9 of 2017. It is responsible for market conduct regulation and supervision of the financial services industry. The objectives of the FSCA are to enhance and support the efficiency and integrity of financial markets, to protect financial customers by promoting their fair treatment by financial institutions, as well as providing financial customers with financial education. The FSCA is a Schedule 3A Public Entity, in terms of the Public Finance Management Act (PFMA).
- 1.2 The vision of the FSCA is to ensure an efficient financial sector where customers are informed and treated fairly and its mission is to ensure a fair and stable financial market, where consumers are informed and protected, and where those that jeopardize the financial well-being of consumers are held accountable. Visit the FSCA website, [www.fsca.co.za](http://www.fsca.co.za) for further information about the FSCA.
- 1.3 The FSCA operates from offices in Pretoria at Riverwalk Office Park; 41 Matroosberg Road; Ashlea Gardens Extension 6; Menlo Park; Pretoria.
- 1.4 All information, including personal information collected during this process will be treated as confidential, and processed in line with the FSCA Privacy Policy. For more information on how your personal information is processed and how you can exercise your rights in term of applicable information privacy laws, please visit the Privacy Policy on [www.fsca.co.za](http://www.fsca.co.za)
- 1.5 Bidders are hereby invited for the appointment of a service provider to develop, design, layout, format and deliver consumer financial education animated videos to the FSCA. The contract will commence on 1 March 2023 or earlier.
- 1.6 This bid is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2017, Broad-Based Black Economic Empowerment Act, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Where, however, the special conditions of contract conflict with the general conditions of contract, the special conditions of contract prevail.

### 2. Briefing session

- 2.1 There is no briefing session for this bid

### 3. Bid enquiries and questions

- 3.1 Enquiries relating to minor administrative issues with reference to the bid may be directed to:

Jessie Myanga  
Supply Chain Management Unit  
Tel no.: (012) 422 2855  
E-mail: [tenders@fsca.co.za](mailto:tenders@fsca.co.za)

- 3.2 All questions relating to the contents of the bid (conditions, rules, terms of reference etc.) must be forwarded in writing via email to [tenders@fsca.co.za](mailto:tenders@fsca.co.za) by not later than 01 December 2022. Questions received after this date will not be entertained.
- 3.3 All questions must reference specific paragraph numbers, where applicable.
- 3.4 All enquiries (received on or before the closing date for enquiries) will be consolidated and the FSCA will publish one response document on the FSCA website ([www.fsca.co.za](http://www.fsca.co.za)) within three (3) working days after the date in indicated in paragraph 3.2.
- 3.5 No requests for information shall be made to any other person or place and in particular not to the existing provider of this service.

#### 4. Bid submission

- 4.1 Bid documents may either be posted (preferably by registered mail) or placed in the bid box or couriered to the physical address. Bids submitted by means of e-mail, telex facsimile, electronic or similar means shall not be considered.
- 4.2 Complete documents with supporting annexures shall be packaged, sealed, clearly marked and submitted strictly as follows:

<b>Bid No</b>	FSCA2022/23-T009
<b>Bid Name</b>	Provision of customer video content design and development

- 4.3 The FSCA requires two (2) printed copies, one (1) original and one (1) copy and one electronic copy (in electronic storage media, preferably a CD or flash drive/memory stick) in PDF format all bound in a sealed envelope marked as stated in paragraph 4.2.
- 4.4 Bids must be properly packaged and deposited on or before the closing date and before the closing time in the bid box situated at the reception area of the FSCA. The physical address of the FSCA is as follows:

Financial Sector Conduct Authority  
Riverwalk Office Park, Block B  
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)

Ashlea Gardens, Extension 6  
Menlo Park  
Pretoria, 0081

GPS Coordinates	
Latitude	-25.7843344
Longitude	28.268365

4.5 Bid documents may also be posted (preferably by registered mail) to:

PO Box 35655  
Menlo Park  
Pretoria  
0102

4.6 Bid documents will only be considered if received by the FSCA on or before the closing date and time, regardless of the method used to send or deliver such documents to the FSCA.

4.7 **Late submissions will not be accepted.**

4.8 Bidders must initial each page of the bid document on the bottom right hand corner.

## 5. Pricing schedule

5.1 Only fixed prices will be accepted.

5.2 A pricing schedule must be submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule must be submitted adjacent to the SBD3.1 form in the bid proposal.

## B. DEFINITIONS

### 6. Definitions

- 6.1 Unless inconsistent with or expressly indicated otherwise by the context.
- 6.1.1 **FSCA** shall mean the Financial Sector Conduct Authority or any successor in title.
- 6.1.2 **Contractor** shall mean the successful bidder whose bid has been accepted by the FSCA and shall include the bidders's personal representatives.
- 6.1.3 **Contract** shall include the General Conditions of Contract and Special Conditions of Contract, the specifications including any schedules attached to the specifications, and any agreement entered into in terms of these Special Conditions of Contract.
- 6.1.4 **Service** shall mean the development, design, layout, formatting and delivery of consumer financial education animated videos to the FSCA.
- 6.1.5 **Person** includes any company incorporated or registered as such under any law, any body of persons corporate or unincorporated, any trust. Person, firm or company shall include an authorised employee or agent of such person.
- 6.2 Except where the context indicate otherwise, in this document the singular includes the plural, and with reference to gender, the one includes the other.

## C. BID RULES

### 7. Capabilities and experience of bidders

- 7.1 Bidders are required to provide all information as necessary to demonstrate their capabilities and experience with regard to the requested services.

### 8. Form of bid

- 8.1 The bid shall be signed and witnessed on the form of bid incorporated herein. The schedule of services shall be fully priced in South African Rand to show the total amount of the bid and shall be signed. The certificates, schedules and forms contained in this document shall be completed and signed by the bidder in blue or black ink.
- 8.2 **Please note:** No correction fluid such as Tippex or similar product is allowed. All changes must be scratched out and a signature next to each change
- 8.3 Where the space provided in the bound document is insufficient, separate schedules may be drawn up in accordance with the prescribed formats. These schedules shall be bound with a suitable contents page and submitted with the bid documents.

### 9. Signing of bid

- 9.1 The bid must be signed by a person who is duly authorised to do so.

### 10. Bid all inclusive

- 10.1 The bidder must provide an all-inclusive fee statement in the bid.

### 11. Alterations to bid documents

- 11.1 No unauthorised alteration or addition shall be made to the form of bid, to the schedule of quantities of services to be rendered or to any other part of the bid documents. If any such alteration or addition is made or if the schedule of quantities of services to be rendered, or other schedules or certificates are not properly completed, such submission may be disqualified.

### 12. Qualifications on bid

- 12.1 Bids submitted in accordance with this bid document shall be without any qualifications.

### 13. FSCA'S rights

- 13.1 The FSCA is entitled to amend any bid conditions, bid validity period, bid specifications, or extend the bid's closing date, all before the bid closing date.



The FSCA reserves a right to extend the bid validity period before its expiry period. All bidders, to whom the bid documents have been issued and where the FSCA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the FSCA's website under the relevant bid information. All prospective bidders should, therefore, ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

- 13.2 The FSCA reserves the right not to accept the lowest priced bid or any bid in part or in whole.
- 13.3 The FSCA reserves the right to award this bid as a whole or in part.
- 13.4 The FSCA reserves the right to conduct site visits at bidder's corporate offices and/or at client sites if so required.
- 13.5 The FSCA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction Note 02 of 2016/2017: Cost Containment Measures, where relevant.
- 13.6 The FSCA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the FSCA to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

#### **14. Undertaking by bidder**

- 14.1 By submitting a bid in response to this bid, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the FSCA on the terms and conditions and in accordance with the specifications stipulated in this bid document.
- 14.2 The bidder shall prepare for a possible presentation should the FSCA require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this bid.
- 14.3 The bidder agrees that the offer contained in its bid shall remain binding upon him and receptive for acceptance by the FSCA during the bid validity period indicated in this document and calculated from the bid closing date. Its acceptance shall be subject to the terms and conditions contained in this bid document read with the bid.
- 14.4 The bidder furthermore confirms that they have satisfied themselves as to the correctness and validity of their bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all their obligations under a resulting contract

for the services contemplated in this bid; and that they accepts that any mistakes regarding price(s) and calculations will be at their risk.

14.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on them under the supply agreement and Service Level Agreement (SLA) to be concluded with the FSCA, as the principal(s) liable for the due fulfilment of such contract.

14.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with this bid will become FSCA property unless otherwise stated by the bidder/s at the time of submission.

## **15. Central supplier database**

15.1 The FSCA will not award any bid to a supplier who is not registered as a prospective supplier on the Central Supplier Database (CSD) as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4A of 2016/2017.

15.2 The supplier is responsible to continuously update their information, including personal information on the CSD to ensure that it is complete, accurate and not misleading.

## **16. Supplier performance management**

16.1 Supplier Performance Management is viewed by the FSCA as a critical component in ensuring it acquires value for money and maintains good supplier relations between the FSCA and all its suppliers.

16.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude an SLA with the FSCA (where applicable), which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to the FSCA's business.

16.3 The successful bidder will be required to comply with the above conditions, and also provide a scorecard on how their product/service offering is being measured to achieve the objectives of this condition.

## **17. Cancellation of contract**

17.1 If the FSCA becomes aware or is satisfied that any person (including an employee, partner, director or shareholder of the bidder or a person acting on behalf of or with the knowledge of the bidder), firm or company; amongst others:

17.1.1 is executing a contract with the FSCA unsatisfactorily,

- 17.1.2 has in any manner been involved in a corrupt act or provided a gift or remuneration in relation to any officer or employee of the FSCA, in connection with obtaining or executing a contract,
- 17.1.3 has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract,
- 17.1.4 has in any manner influenced or attempted to influence the awarding of an FSCA's bid,
- 17.1.5 has when advised that his bid has been accepted, given notice of his inability to execute or sign the contract or to furnish any security required,
- 17.1.6 has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from bidding for this contract, or relating to the bid price to be submitted by either party,
- 17.1.7 has disclosed to any other person, any information relating to this bid, except where disclosure, in confidence, was necessary to obtain quotations required for the preparation of the bid, the FSCA may, in addition to any other legal recourse, which it may have, cancel the contract between the FSCA and such a person, firm or company and/or resolve that no bid from such a person will be favourably considered for a period, as prescribed by the National Treasury.

17.2 Any restriction imposed upon any person shall apply to any other person with which such a person is actively associated.

## 18. Applicable laws

- 18.1 The laws of the Republic of South Africa shall be applicable to each contract created by the acceptance of a bid and each bidder shall indicate an address in the Republic and specify it in the bid as his domicilium citandi et executandi where any legal process may be served on him.
- 18.2 Each bidder shall accept the jurisdiction of the courts of the Republic of South Africa.

## 19. Reasons for disqualification of bid

- 19.1 The FSCA reserves the right to disqualify any unacceptable bid as defined in the PPPFA Act and such disqualification may take place without prior notice to the offending bidder. The grounds for disqualification amongst others could include the following:

- 19.1.1 bidders who submit incomplete information and documentation as specified in the requirements of this bid document;
- 19.1.2 bidders who submit information that is fraudulent, factually untrue or inaccurate;
- 19.1.3 bidders who receive information not available to other potential bidders through any means;
- 19.1.4 bidders who do not comply with mandatory requirements, if stipulated in the bid document;
- 19.1.5 bidders who fail to attend a compulsory briefing session and sign bid register, if stipulated in the bid advert and/ or in this bid document; and/or
- 19.1.6 bidders who fail to comply with FICA (Financial Intelligence Centre Act) requirements (where applicable).

## **20. Delegation of authority**

- 20.1 The FSCA may delegate any power vested in it by virtue of these Terms of Reference to an officer or employee of the FSCA.

## **21. Bid rules are binding**

- 21.1 The bid rules as well as the instructions given in the official bid notice shall be binding on all bidders submitting bid applications for the service or services set out in the bid document.

## **22. Language of contract**

- 22.1 The bid documents are drafted in English and any contract, which originates from the acceptance of the bid, will be interpreted and construed in English.

## D. TERMS OF REFERENCE

### 23. Objectives

23.1 The broad objectives of this bid include:

23.1.1 To provide bidders with adequate information to understand and respond to the FSCA's requirements to appoint a service provider for customer video content design and development which will include layout, formatting, and delivery of consumer financial education animated videos. This project must be completed within twelve (12) months.

23.1.2 To ensure uniformity in the responses received from each prospective service provider.

23.1.3 To provide a structured framework for the evaluation of proposals.

### 24. Pre-qualification criteria for preferential procurement

24.1 In terms of Regulation 4 of the Preferential Procurement Policy Framework Act Regulations of 2017, the FSCA requires that bidders must have a minimum B-BBEE contributor status level of **4** or better and submit proof of B-BBEE Status Level of contributor to qualify.

24.2 Bidders who do not meet the pre-qualification criteria stipulated in paragraph 24.1 of the bid document will be disqualified from further evaluation.

### 25. Background

25.1 In terms of the Financial Sector Regulation Act No. 9 of 2017, the FSCA is mandated to provide financial education aimed at improving the financial literacy of South Africans. In support of these initiatives, the FSCA distributes a variety of printed and digital resources in various formats to potential and existing financial customers, nationwide.

25.2 Consumer financial education content development is one of the core functions of the Consumer Education Department (CED). The CED intends to reach more consumers with interesting, interactive, and entertaining content, using multiple dissemination channels and platforms.

25.3 Based on the above, a need has been identified to cater for a wider and more tech-savvy audience, since financial information needs to be provided in multiple formats to the consumer. Some consumers respond to and receive educational messaging better with shorter, concise bits of information. Short, animated videos provide the consumer with a moving snapshot into a financial concept or term and encourage consumers to read, share or find out more if the topic is of interest and relevant to them given their current life experience.

25.4 As such, the CED intends to develop animated videos to relay pertinent consumer financial education information to current and potential financial customers, in order to promote the financial wellbeing of individuals and households.

## 26. Purpose of the request for bid

26.1 The purpose of this bid is to appoint a contractor for customer video content design and development, including the layout, formatting and delivery of forty (40) consumer financial education animated videos to the FSCA, for a period of twelve (12) months.

## 27. Scope of work

27.1 The appointed contractor will be required to develop, design, layout, format and deliver forty (40) consumer financial education animated videos as follows:

27.1.1 Develop 40 animatic/storyboards, as per the list of themes and topics provided in Annexure A. The FSCA's MyMoney Learning Series content must be used as a guide for the development of the animatic/storyboards. This is available at [www.fscamymoney.co.za](http://www.fscamymoney.co.za)

27.1.2 Develop the scripts as per the FSCA list of financial literacy topics provided in Annexure A.

27.1.3 Design the layout and style frames. The FSCA will provide a bank of static characters that can be animated for this purpose, as well as the FSCA style guide and the FSCA's Corporate Identity (CI) in Portable Document Format (PDF).

27.1.4 Design narrations and voice-overs in English for each video, by including motion graphic elements and incorporating subtitles. Refer to Annexure B for all specifications.

27.1.5 Format the final high-resolution videos (multiple formats) for use on multiple platforms, i.e., website, email and social media platforms.

Note: The videos must be formatted to play on multiple video players and devices (including mobile phones) as well as the following social media platforms: YouTube, LinkedIn, Facebook, Instagram, Twitter and Tik-Tok.

27.1.6 Develop three (3) pre-production animated videos for presentation to the FSCA. Based on the pre-produced videos, the FSCA will provide

input and approval for the production of the remaining consumer financial education animated videos.

- 27.1.7 The final videos must be delivered to the FSCA electronically. Copies of these videos must also be stored on an external hard drive and delivered to the FSCA.

Note: The FSCA will make available a portal for the uploading of the final videos. The FSCA may request the appointed contractor to suggest a final electronic storage format.

## 27.2 Timelines

27.2.1 Table 1 below details the proposed timeframes for the project.

**Table 1**

NO.	TASK	TIMEFRAMES
1.	Project meeting with the appointed contractor.	Three working days after issue of PO.
2.	Submit final updated project plan for the approval of the FSCA	2 weeks after the initial project meeting.
3.	Animatics / storyboard developed based on the list of consumer financial education topics in Annexure A	Week 3 – 6 of the project (4 weeks).
4.	Script development for 40 animated videos and submission to the FSCA for approval.	Week 7 - 8 of the project (2 weeks).
5.	Submission of three (3) animated consumer education videos for approval by FSCA	Week 9 - 12 of the project (4 weeks).
6.	Submission of 40 animated videos in design and layout	Week 13 – 18 of the project (6 weeks).
7.	Final FSCA approval on 40 animated consumer education videos	Week 19 - 24 of the project (6 weeks).
8.	Delivery of final files in multiple formats to the FSCA electronically	Week 25 - 28 of the project (4 weeks).

Note: This table is a guideline for the completion time of the project and will be agreed upon submission of the project plan.

27.2.2 The project must be completed within twelve (12) months.

## 28. Bid conditions

28.1 The appointed contractor must agree to the following contract conditions:

- 28.1.1 Allow for five (5) revisions to all content developed for the video proposal. Note: Grammatical, spelling and sentence structure will not be considered a revision.



- 28.1.2 Ensure that the graphic design and production must only take place once the content of the video script has been signed off by the FSCA.
- 28.1.3 Design and add graphics or images to videos for creative appeal and to draw the reader's attention. i.e., a reasonable amount of copy and balance between graphics.
- 28.1.4 Quality assure all material between review periods to ensure that comments made by the FSCA have been incorporated from previous and future reviews until sign-off.
- 28.1.5 Make themselves available for regular virtual meetings or in-person meetings during the contract period.
- 28.2 Failure by the appointed contractor to comply to the above-mentioned conditions will result in the contract being cancelled without further payment.

## 29. Bid evaluation

- 29.1 The proposals will be evaluated as follows.

### 29.1.1 Evaluation Stage One: Compliance

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed in paragraph 32 below. In this evaluation stage, all bidders that fail to provide the required information and documentation, will be disqualified from further evaluation.

### 29.1.2 Evaluation Stage Two: Functional evaluation (Desktop evaluation)

In this evaluation stage, bidders are expected to obtain a minimum of 75 out of 100, as per paragraph 30, points to proceed to the next evaluation stage. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation stage.

### 29.1.3 Evaluation Stage Three: Preference Point System

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents the B-BBEE level status. 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.



#### 29.1.4 Evaluation Stage Four: Site Inspection

At the FSCA's discretion, a site inspection may be conducted at this stage. The FSCA will visit the selected bidders' premises with the objective of verifying information as contained in their respective bid documents. Should it be discovered during a site inspection or presentation that the information submitted by the bidder is inconsistent with what is on their current premises of business, such bidders will be disqualified.

### 30. Functional evaluation (Desktop)

30.1 The bid/proposal will be evaluated for functionality and be rated as follows:

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

**Table 2**

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
A. Track Record	A.1. Provide three (3) or more contactable reference letters for similar projects completed within the last five years in line with the requirements of this TOR. The list must include the following information: <ul style="list-style-type: none"> <li>Name of client,</li> <li>Detailed description of the project done,</li> <li>Project period; and</li> <li>Completion date.</li> <li>Name and contact details of contact person</li> </ul>	A.1.1. Provided no contactable reference letters.	0	15	30
		A.1.2. Provided less than three contactable reference letters which meets all of the requirements.	1 - 3		
		A.1.3. Provided three or more and contactable reference letters which meets or exceeds all the requirements.	4 - 5		
	A.2. Provide a project plan which depicts the requirements of this	A.2.1. No project plan is provided.	0	15	

## PROVISION OF CUSTOMER VIDEO CONTENT DESIGN AND DEVELOPMENT

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	TOR. The project plan must include the following: <ul style="list-style-type: none"> <li>The project's scope</li> <li>The project's stakeholders</li> <li>The quality baseline</li> <li>The deliverables</li> <li>The milestones</li> <li>The success criteria and requirements</li> <li>A project charter</li> <li>A work breakdown structure (WBS)</li> <li>A statement of work (SOW)</li> </ul>	A.2.2. A project plan is provided but does not meet all the requirements.	1 - 3		
		A.2.3. A detailed project plan is provided which meets or exceeds the requirements	4 - 5		
B. Organisational profile and credentials	B.1. Provide a detailed business overview/prospectus of the business which must include its products/services, years in operation.	B.1.1. No business overview/prospectus provided.	0	15	30
		B.1.2. A business overview/prospectus is provided but does not meet all the requirements.	1 - 3		
		B.1.3. A detailed business overview/prospectus is	4 - 5		

## PROVISION OF CUSTOMER VIDEO CONTENT DESIGN AND DEVELOPMENT

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
		provided which meets or exceeds the requirements.			
	B.2. Provide CV's of the project team which should include the following functions:  <ul style="list-style-type: none"><li>• Project lead</li><li>• Animation director</li><li>• Animation video specialist /designer</li><li>• Instructional designer/content developer/copywriter</li><li>• Technical director</li></ul> It is noted by the FSCA that one person can have multiple functions/roles and skills. Bidders must highlight on the CV where multiple functions are performed by any one person.	B.2.1. No CVs provided	0	15	
		B.2.2. CVs are provided but does not meet all the requirements.	1 - 3		
		B.2.3. Detailed CVs are provided which meet or exceed all the requirements.	4 - 5		
C. Samples	C.1. Provide three or more animated video samples of a minimum duration of 30 seconds in alignment with all the requirements of this tender.	C.1.1. No sample is provided.	0		40
		C.1.2. Provided less than three samples which meets all the requirements.	1 - 3		

## PROVISION OF CUSTOMER VIDEO CONTENT DESIGN AND DEVELOPMENT

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	SUB-WEIGHT	WEIGHT
	Samples can be provided on a USB or as an electronic link within the business prospectus, or via a cloud-based drive link for example Google, WeTransfer, One Drive etc.	C.1.3. Provided three or more samples which meets or exceeds all the requirements.	4 - 5		
<b>TOTAL</b>					<b>100</b>

### 31. Preference point system

- 31.1 The formula below will be used to calculate the preference procurement points for price:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

- 31.2 Where

*Ps = Points scored for comparative price of bid under consideration*

*Pt = Comparative price of bid or offer under consideration*

*Pmin = Comparative price of lowest acceptable bid*

- 31.3 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.
- 31.4 The table below reflects the number of points to be allocated to a bidder based on broad-based black economic empowerment contribution:

**Table 3**

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

- 31.5 Bidders are required to submit proof of B-BBEE Status Level of contributor. Proof includes valid B-BBEE Status Level Verification Certificates or certified copies of sworn affidavits together with their bidders or price quotations, to substantiate their B-BBEE rating claims
- 31.6 Bidders who did not submit their B-BBEE Status Level Verification Certificates/certified copies of sworn affidavits or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the bidding process unless if the FSCA has

stipulated a specific B-BBEE Status Level as pre-qualification criteria in terms of Regulation 4; and the bidder does not meet this requirement. In this instance, the FSCA must disqualify such bidder as having submitted an unacceptable bid.

31.7 A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid

31.8 Bidders must ensure that their B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

31.8.1 Bidders who qualify as Exempted Micro Enterprise (EMEs):

31.8.1.1 Verification agencies accredited by SANAS; or

31.8.1.2 Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.

## 32. Standard bidding documents

- 32.1 The following compulsory additional information are required. Failure to complete, and supply any of these documents might lead to disqualification from this bid:

**Table 4**

Invitation to bid	SBD 1
Pricing Schedule	SBD 3.1
Bidder's Disclosure	SBD 4
Preference Points Claim Form for Preferential Procurement Regulations 2017 (including a valid B-BBEE Status Level Verification Certificate) <b>Should a bidder not complete and sign the SBD6.1, the bidder will be allocated 0.00 points for B-BBEE.</b>	SBD 6.1

## 33. Timeline of the bid process

- 33.1 The period of validity of the bid and the withdrawal of offers, after the closing date and time are 120 days, expiring on 12 April 2023. The project timeframes of this bid are set out below:

**Table 5**

STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
1.	Advertisement of bid on Government e-tender portal / print media / Tender Bulletin	21 November 2022
2.	Questions relating to bid from bidder(s)	01 December 2022
3.	Bid closing date	13 December 2022
4.	Compliance: Bid Evaluation Committee	23 January 2023
5.	Functional Evaluation: (Desktop evaluation)	26 January 2023
6.	Preference Point System: Bid Evaluation Committee	03 February 2023
7.	Bid Adjudication: Bid Adjudication Committee	10 February 2023
8.	Notification of the outcome to the bidders	17 February 2023

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

- 33.3 Any time or date in this bid is subject to change at the FSCA's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the FSCA 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 the FSCA extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.



**E. ANNEXES****ANNEXURE A: LIST OF THEMES AND TOPICS**

Table six (6) below contains a list of the themes and topics to be used as a guideline for the development of the animated videos.

**Table 6**

Theme	Topic	Sub-topic
<b>Financially smart</b>	Good financial habits	1. Save for unexpected expenses
		2. Interest – Understanding the power of interest (pros and cons)
		3. How to budget?
	Social grants	4. Social grants - How to apply for a social grant?
<b>Financial safeguard</b>	Financial planning	5. Financial advisor - How to find an authorised financial advisor and what questions to ask?
		6. Financial plans - What is a financial plan and finding a certified financial planner
	Savings	7. Savings vs investments
		8. Informal / formal savings - Many ways to save
	Investments	9. Understanding investments - Where do I start if I want to invest and grow my money?
		10. Types of investment products
	Retirement	11. Planning for retirement
	Crypto assets	12. Crypto assets - the pros and cons
	Insurance	13. Life and non-life insurance - Understanding the difference

<b>Financial protection</b>	Scams	14. Scams - Protect yourself from scams by following these key tips/ I have been scammed- what now?
	Last will and testament	15. Last will and testament - The importance of having a will and key things to include in your will
<b>Financial knowledge</b>	Working with money	16. Transactional account - How to open an account and use it effectively
	Earnings and tax	17. Pay slips - Understanding deductions on your pay slip and important information to have on your pay slip
		18. Tax - Understanding tax
	Statement and bills	19. Statement and bills - How to read a bill?
	Contracts	20. Contracts - Top things to look out for in a contract
<b>Business Finance</b>	Start a Business	21. Business opportunities
		22. Register your business
		23. SARS requirements
		24. Bank account
		25. Business plan
		26. Raising money for a business
	Finance and Business	27. Taking care of cash
		28. Financial reports
		29. Competitive pricing

		30. Cost / revenue / profit
		31. Break-even
Life Experiences	Life Experiences	32. Education
		33. Career
		34. Family
		35. Relationships
		36. Big purchases
		37. Death
Topics to be discussed		38-40

## ANNEXURE B: VIDEO TECHNICAL SPECIFICATIONS

Minimum technical specifications for the animated videos.

**Table 7**

Specification	Detail
Length	One (1) minute
Language	English (both voice-overs and text)
Voice Over	A combination of male and female voices dependent on the concept document. Based on the approved script and concept, provide the FSCA with voice-over options. i.e., minimum of 5 voices to choose from (Male and Female). NOTE: further discussion on voice overs will take place after issuing of purchase order.
Type of animation: motion graphics.	Character animation
Background music	Yes
Subtitle	Yes, in English
Format	Must be able to play on all media platforms and devices

**34. ANNEXURE C: COSTING**

34.1 Below is a table of mandatory costs which must be used as a pricing guide for purposes of evaluation only.

**Table 8**

NO.	Cost Items	Cost excluding VAT	VAT	Cost including VAT
1.	Animatics / storyboard developed based on the list of consumer financial education topics on <b>Annexure A</b>			
2.	Script development for 40 animated videos and submission to the FSCA for approval.			
3.	Submission of three (3) animated consumer education videos for approval by FSCA			
4.	Voice over cost			
5.	Editing, formatting, and adding sub-titles in line with developed scripts			
6.	Submission of 40 animated videos in design and layout to the FSCA for review			
7.	Delivery of final files in multiple formats to the FSCA electronically.			
<b>GRAND TOTAL</b>				

**F. STANDARD BIDDING DOCUMENTS****Standard Bidding Document (SBD 1)****PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL SECTOR CONDUCT AUTHORITY</b>					
BID NUMBER:	<b>FSCA2022/23-T009</b>	CLOSING DATE:	<b>13 December 2022</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>PROVISION OF MANAGED NETWORK MANAGEMENT SERVICES</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Riverwalk Office Park, Block B					
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)					
Ashlea Gardens, Extension 6, Menlo Park					
Pretoria, South Africa, 0081					
<b>BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO</b>					
DEPARTMENT	Supply Chain Management Department				
FACSIMILE NUMBER	Not applicable				
E-MAIL ADDRESS	<a href="mailto:tenders@fsca.co.za">tenders@fsca.co.za</a>				
TELEPHONE NUMBER	012 422 7159 / 012 422 2980				
<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	[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>				

## Standard Bidding Document (SBD 3.1)

### PRICING SCHEDULE – FIRM PRICES (Purchases)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

NAME OF BIDDER:.....BID NO.: **FSCA2021/22-T009**

CLOSING TIME **11:00**

CLOSING DATE: **13 December 2022**


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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
		<u>R.....</u>
-	Required by:	.....
-	At:	.....
		.....
-	Brand and model	.....
-	Country of origin	.....
-	Does the offer comply with the specification(s)?	*YES/NO
-	If not to specification, indicate deviation(s)	.....
-	Period required for delivery	.....
		*Delivery: Firm/not firm
-	Delivery basis	.....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**\*\* “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

\*Delete if not applicable

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## Standard Bidding Document (SBD 4)

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

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

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

#### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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 with any person who is employed by the procuring institution? **YES/NO**

<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.

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 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

<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.

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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

## Standard Bidding Document (SBD 6.1)

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 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
- (b) The 80/20 preference point system will be applicable to this tender.

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.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017 (continuation)**


**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;

**3. POINTS AWARDED FOR PRICE****3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

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**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS 2017 (continuation)**

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = 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 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 (90/10 system)	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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS 2017 (continuation)**

**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.

**7. SUB-CONTRACTING**

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 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		NO	
-----	--	----	--

- 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		

**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017 (continuation)**

**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**

.....

.....

.....

.....

.....

**COMPANY CLASSIFICATION**


- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.7 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;
- iv) 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 –
- disqualify the person from the bidding process;
  - recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - 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;
  - 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
  - forward the matter for criminal prosecution.

<b>WITNESSES</b>  1. ....   2. ....	..... <b>SIGNATURE(S) OF BIDDERS(S)</b>  DATE: ..... ADDRESS..... ..... ..... .....
--	--

**THIS IS AN EXAMPLE OF THE SWORN AFFIDAVIT HOWEVER THE FORM CAN STILL BE USED BY BIDDERS IN THE RELEVANT CATEGORY**

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	<p>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 –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>

<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> <li>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</li> <li>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</li> <li>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</li> <li>(d) Black people living in rural and under developed areas;</li> </ul>
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3. I hereby declare under Oath that:

- The Enterprise is \_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is \_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_%
  - Black Disabled % = \_%
  - Black Unemployed % = \_\_\_%
  - Black People living in Rural areas % = \_\_\_%
  - Black Military Veterans % = \_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

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

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

\_\_\_\_\_  
 Commissioner of Oaths  
Signature & stamp

## G. 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.	SBD 1	Invitation to bid	Is the form duly completed and signed?	
2.	SBD 3.1	Pricing Schedule	Is the form duly completed and signed?	
3.	SBD 4	Declaration of Interest	Is the form duly completed and signed?	
4.	SBD 6.1	Preference Points Claim Form for Preferential Procurement Regulations 2017	Is the form duly completed, B-BBEE points claimed and form signed?	
5.	B-BBEE status level verification certificate		Is proof of B-BBEE Status level of contributor attached?	
6.	Tender submission		<i>Two (2) printed copies (One (1) original copy and One (1) copy of original submitted?)</i>	
			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