

REQUEST FOR QUOTATION

RFQ 003-01-2022-23
 Enquiries: Conory Mgweni
 Tel: 012 315 5516
 Email: rfp@gtac.gov.za

ATTENTION: PROSPECTIVE BIDDERS

RFQ 003-01-2022-23: RE-ISSUE - THE APPOINTMENT OF A SERVICE PROVIDER FOR WRITING AND EDITORIAL SERVICES WITHIN JOBS FUND UNIT

The Professional Services Procurement (PSP) Government Technical Advisory Centre (GTAC) hereby invites credible suppliers to submit a quotation in response to the Terms of Reference attached hereto.

1. EVALUATION METHODOLOGY

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

Evaluation Stage	Description
Administrative Compliance	Evaluation of documents cited in section 2 below. Documents must be submitted and duly completed and signed where required.
Functionality/Technical Evaluation	Refer to the Terms of Reference (TOR).
Preferential Procurement Policy Framework Act (PPPFA)	80/20 Refer to section 4 below. Valid B-BBEE certificate/Affidavit and duly completed and signed SBD 6.1 and SBD 3.3 required.

2. Stage 1: ADMINISTRATIVE COMPLIANCE

2.1. The following documents must be submitted for administrative compliance evaluation. Documents must be duly completed and signed (where applicable).



REQUEST FOR QUOTATION

- a) SBD 1 - Invitation to Bid
- b) SBD 2 - Tax Clearance Certificate/ CSD registration report/MAA number
- c) SBD 4 - Bidder's Disclosure
- d) SBD 6.1 - Preference points claim form in terms of the preferential procurement regulations 2017
- e) B-BBEE Certificate/sworn Affidavit
- f) SBD 3.3 - Pricing Schedule
- g) ID copy of the directors / Shareholders for screening purposes
- h) Technical response (Response to technical evaluation criteria cited in the TOR)

3. Stage 2: FUNCTIONALITY/TECHNICAL EVALUATION (REFER TO THE TOR)

- 3.1. Bidders are required to submit a technical proposal in response to the functionality evaluation criteria cited in the Terms of Reference.
- 3.2. Bidders are required to meet the minimum functionality threshold (Desktop, presentation and Interview) in order to be evaluated further on PPPFA i.e. price and B-BBEE evaluation.

4. Stage 3: PRICE AND B-BBEE EVALUATION BASED ON THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) - (REFER TO THE SBD 6.1 FOR MORE DETAIL)

4.1. 80/20 Preference Points Evaluation

- a. In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids with a Rand value up to R50 million will be adjudicated by the State on the 80/20-preference point for Broad-Based Black economic empowerment in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Broad-based black Economic Empowerment as well as specific goals (maximum 20 points)

5. GENERAL CONDITIONS

5.1. The following conditions will apply:

- a. Price quotation must be provided separately on the SBD 3.3 provided.
- b. Validity period is sixty (60) days.
- c. Total cost must be inclusive of all applicable taxes (if no indication is given, quoted prices will be evaluated as all inclusive).
- d. Price (s) quoted must be within the RFQ threshold of R1 000 000.00 to be compliant and valid.



REQUEST FOR QUOTATION

- e. Late or incomplete submissions will not be accepted. Failure to comply with this conditions will invalidate your proposal.

5.2 The following attachments must be submitted with the quotation:

- a. Standard Bidding Document (SBD) forms: (SBD 1, SBD 3.3, SBD 4, SBD 6.1).

NB: Bidders will be disqualified if the bidder's disclosure (SBD 4) is found not to be true and complete in every respect.

- b. CSD registration report/number; and
- c. Valid B-BBEE Certificate/sworn affidavit if applicable.

6. SUBMISSION DETAILS AND CLARIFICATION

Submissions must be sent to: rfp@gtac.gov.za by **14:00 on 03 October 2022**.

PSP: GTAC will evaluate proposals in accordance with the evaluation methodology cited on per 1.1 above but is neither legally bound nor obligated to accept quoted rates and further reserves the right to negotiate professional rates around any quotation before the award of this RFQ.

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

Yours sincerely



Aletta Mbuyane
Acquisition and Sourcing: Professional Services Procurement
Date: 09 September 2022



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ 003-01-2022-23	CLOSING DATE:	03 OCTOBER 2022	CLOSING TIME:	14:00 PM
DESCRIPTION	RE-ADVERTISEMENT FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR WRITING AND EDITORIAL SERVICES TO THE JOBS FUND				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
		<input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		<input type="checkbox"/> A REGISTERED AUDITOR			
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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 PART B:3 BELOW]	
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	GTAC		CONTACT PERSON	Conory Mgwena	
CONTACT PERSON	Conory Mgwena		TELEPHONE NUMBER	0123155516	
TELEPHONE NUMBER	0123155516		FACSIMILE NUMBER	-	
FACSIMILE NUMBER	-		E-MAIL ADDRESS	rfp@gtac.gov.za	
E-MAIL ADDRESS	rfp@gtac.gov.za				

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:								
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>								
2. TAX COMPLIANCE REQUIREMENTS								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

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

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Application for a Tax Clearance Certificate

Purpose

Select the applicable optionTenders ☐ Good standing ☐

If "Good standing", please state the purpose of this application

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)			
Trading name (if applicable)			
ID/Passport no		Company/Close Corp. registered no	
Income Tax ref no		PAYE ref no	7
VAT registration no	4	SDL ref no	L
Customs code		UIF ref no	U
Telephone no	CODE - NUMBER	Fax no	CODE - NUMBER
E-mail address			
Physical address			
Postal address			

Particulars of representative (Public Officer/Trustee/Partner)

Surname			
First names			
ID/Passport no		Income Tax ref no	
Telephone no	CODE - NUMBER	Fax no	CODE - NUMBER
E-mail address			
Physical address			

Tender number

Estimated Tender amount R ,

Expected duration of the tender year(s)

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

Are you currently aware of any Audit investigation against you/the company?.....

If "YES" provide details

YES NO

I the undersigned confirm that I require a Tax Clearance Certificate in respect of or .

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

- -

Date

Name of representative/agent

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

C

C

Y

Y

—

M

M

—

D

D

Date

Name of applicant/
Public Officer

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to-
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) reply to or answer truly and fully, any questions put to him ...As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

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

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

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

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).

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.

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
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

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;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = 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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6

7	4
8	2
Non-compliant contributor	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 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 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	<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		
OR		
Any EME		
Any QSE		

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;
 - 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 –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the 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

- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

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:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____ % black owned;
 - The enterprise is _____ % black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. 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.
6. 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

TERMS OF REFERENCE

For the Provision of Technical Advisory Services to the Jobs Fund: The provision of writing and editorial services.

PN588

Programme Identification

Name of Client	The Jobs Fund
Contracting Authority	Government Technical Advisory Centre (GTAC)
Name of Project	Appointment of a service provider for writing and editorial services to the Jobs Fund
Accountable Officer and Budget Manager	Ms. Najwah Allie-Edries
Project Purpose	The Jobs Fund would like to enhance its reputation, by sharing the knowledge it has acquired through its support for innovative job creation programmes and requires writers and editors with experience in delivering professional content in the development finance/ economics/ social development fields.
Planned Start Date	1 September 2022

CONTENTS

1	Introduction	2
1.1	Introduction.....	2
1.2	The Request for Technical Services	3
2	Objectives of the Services to be Provided	3
2.1	General Objective	3
2.2	Aim of the Project	3
3	Assumptions and Risks	3
4	Scope	3
4.1	General.....	3
4.2	Main Tasks to be Performed	3
4.3	Project Management.....	4
4.4	Access to Information	4
5	Expected Outputs & Outcomes	5
5.1	Outputs.....	5
5.2	Outcomes	5
6	Relevant Experience & Expertise	6
6.1	Experience.....	6
6.2	Expertise	6
6.3	Additional Requirements.....	6
7	Submission Requirements	7
7.1	Resource plan	7
7.2	Proposal	7
7.3	Portfolio of Work	7
7.4	Financial Proposal	7
8	Evaluation Criteria.....	7
8.1	Stage One	8
8.2	Stage Two	9
9	Financial Implications.....	10
10	Contracting Authority.....	10
11	Bid Validity Period	11

1 INTRODUCTION

1.1 Introduction

The Employment Creation Facilitation sub-programme was introduced by the National Treasury in 2011 to contribute to employment and inclusive growth by supporting innovative approaches to job creation and enterprise development. The main component of the programme is the Jobs Fund (JF), a multi-year R9 billion investment which leverages matched funding from public and private sector project partners.

The President announced the JF during the State of the Nation Address on 10 February 2011 and was established to inspire innovation in the face of several challenges government was experiencing, including the lack of innovative and flexible public instruments to leverage private sector resources and test solutions to social challenges. Adopting a Challenge Fund approach has meant that the Jobs Fund is committed to transparency in its operations, building partnerships with those who share its vision for a more inclusive economy, an unwavering focus on delivery and prudent use of public funds. This approach has positively impacted job creation through programmes of support that respond to both the supply of and demand for labour in the following ways:

- Pathwaying youth into jobs through the effective matching of workseeker to employer or workseeker to business opportunity,
- The co-financing of critical missing infrastructure to improve the business environment for small, medium and micro enterprises (SMMEs)/farmers and employment-linked investment,
- Building institutional capability by improving operational efficiencies and removing barriers to doing business, thereby scaling up the potential for job creation, and
- Supporting entrepreneurship and growing sustainable SMMEs/farmers in the informal and formal sector through business support and financing.

Initiatives supported cover a wide range of interventions from microfinance to support rural women, to guarantee schemes to encourage pension fund investments for the support of small and medium enterprise development, to agriculture support for smallholder farmers thus contributing to food security and more resilient farmers. The JF has also supported initiatives that have improved the skills match between unemployed youth and existing vacant positions in the labour market and have thereby accelerated the transition of youth from education into employment.

In addition to focusing on catalysing the creation of jobs for the unemployed, the JF has an explicit learning and knowledge dissemination agenda, which is intended to encourage new thinking, new approaches to job creation and contribute to evidence-based policymaking. To inform products for this learning agenda, the Jobs Fund currently extracts information from the following data sources:

- i. Implementation data from each project (quantitative and qualitative) -
 - a. Quarterly reports.
 - b. Annual financial and performance audits.
 - c. Evaluations (formative, mid-term and summative).
 - d. Case studies and other articles/reports.
- ii. Jobs Fund-led studies/audits on selected projects -
 - a. Project-level evaluations.
 - b. Project audits.
 - c. Ad-hoc research studies/ case studies.

1.2 The Request for Technical Services

The Jobs Fund requires the services of an organisation that can provide professional quality writing and editorial services.

2 OBJECTIVES OF THE SERVICES TO BE PROVIDED

2.1 General Objective

The Jobs Fund would like to appoint a service provider for a period of 24 months to develop, edit and layout robust content for formal media publications (articles, opinion editorials, press releases, etc.) and stakeholder updates (reports).

2.2 Aim of the Project

The aim of the project is two-fold:

- a) To publish documents that are fully compliant with legislation, National Treasury and Jobs Fund regulations, frameworks, timeframes and quality standards.
- b) To increase the Jobs Fund's visibility and build brand awareness

3 ASSUMPTIONS AND RISKS

The following risks and assumptions should be noted:

- a) Tight deadlines
- b) IT infrastructure and systems
- c) Late / amended decisions resulting in changes to the content of documents
- d) External resources not adhering to timelines for document content submissions
- e) Possibly working remotely due to lockdown restrictions

4 SCOPE

4.1 General

A large part of the Jobs Fund's mandate is documenting and sharing knowledge and learnings. The Jobs Fund is therefore looking to source a service provider that will actively assist with this mandate. The scope of work requires that the service provider:

- a) Develops high quality written content for the Jobs Fund.
- b) Edits existing content to a high standard to ensure it is publication ready.
- c) Professionally formats documents to a high standard (professional layout).

4.2 Main Tasks to be Performed

The service provider will:

- a) Develop content for media campaigns, in collaboration with the Jobs Fund, that ensures effective knowledge sharing by the Jobs Fund, i.e., through open editorials placed in leading publications, print and other media formats. It should also include content generated for electronic media, e.g., website and social media.

- b) Develop content for media statements and press packs when required.
- c) Develop content for targeted stakeholder reports.
- d) Edit and improve documents as required.
- e) Format documents to a high standard so they are publication ready.
- f) Have access to various specialist writers (i.e., who have sector-specific experience or are subject-matter experts, e.g., development finance expert; economist; informal sector specialist) who can be brought onboard as and when necessary.

The expectation is that quality outputs are produced. This service provider therefore must:

- a) Ensure all documents adhere to the guidelines provided.
- b) Work in consultation with the authors to amend original text, where required, to conform to requirements and to meet quality standards.
- c) Ensure that appropriate information is provided.
- d) Ensure language is clear and conforms to the style guide.
- e) Ensure content is developed to mitigate against patchy or unclear text.
- f) Verify facts that stand out as being incorrect.
- g) Research the subject matter sufficiently to ensure missing content is added.
- h) Eliminate superfluous information.
- i) Ensure the quality of content is consistent across document/publication.
- j) Use an appropriate formatting style.
- k) Use conventional copy-editing and proofreading functions:
 - Correct grammar usage;
 - Correct and consistent use of punctuation and spelling;
 - Correct and consistent use of abbreviations and acronyms;
 - Correct and consistent use of style conventions;
 - Content in the text that is consistent with the information in tables
 - Correct and consistent titles and table headings; and
 - Advising the Jobs Fund on matters associated with these tasks.

4.3 Project Management

The service provider will be contracted by GTAC and assigned to the Jobs Fund.

The service provider will be required to identify a team lead to be the main liaison with a designated official at the Jobs Fund. Regular meetings will be held between the service provider and the Jobs Fund, and, where required, written status updates on requirements.

All submitted work by the service provider will be reviewed and approved by the Jobs Fund.

4.4 Access to Information

Information about the Jobs Fund and Jobs Fund Projects will be provided to the service provider to assist them in content development. Further contextual and project-related information may need to be sourced

by the service provider (desk-top research and interviews with funded partners and/or project beneficiaries and/or other stakeholders).

5 EXPECTED OUTPUTS & OUTCOMES

5.1 Outputs

The appointed service provider will be issued with specific Intention to Perform Work (IPW) requests per required deliverable. This IPW will state the exact assignment to be undertaken, the associated outputs, the timeline and the agreed cost. As a result, specific outputs cannot be identified up front.

Outputs will be classified under three broad areas and the likely number of annual outputs under each is as follows (the number of pages per document is an estimate):

1. Tailored written content -

- 4 Performance Update Handouts for stakeholders (4 pages each)
- 4 Speeches (20 minutes each)
- 12 Opinion Editorials/ Press Releases
- 4 Economic Commentary Articles (4 pages each)
- 4 Learning Articles (10 pages each)

2. Edited content -

- 8 Performance Report Edits (25 pages each)
- 10 Learning Articles (10 pages each)
- 8 Learning Papers (25 pages each)
- 12 Performance Highlights (2 pages each)
- 4 newsletters (4 pages each)

3. Layout and format of documents -

- 8 Performance Reports (25 pages each)
- 4 Performance Update Handouts (4 pages each)
- 8 Learning Papers (25 pages each)
- 14 Learning Articles (10 pages each)
- 4 Economic Commentary Articles (4 pages each)

The above detail will assist applicants with their financial proposal.

5.2 Outcomes

Through the publication and sharing of relevant and insightful content to a targeted audience, the Jobs Fund's visibility and position as a thought-leader in the social impact space will be significantly improved.

6 RELEVANT EXPERIENCE & EXPERTISE

6.1 Experience

The service provider should have significant experience and track record in development-finance/ social development/ economic writing, copy-editing and the development and distribution of content to various audiences (from policymakers to the general public). Further detail is highlighted in the *Evaluation Criteria* section.

6.2 Expertise

The service provider should:

- a) Have a staff of writers and editors that have excellent English proficiency.
- b) Be able to deliver on all the requirements as set out in sections 4 & 5 of the Terms of Reference and should, therefore, have the necessary skills complement to complete all required tasks at a very high standard.
- c) Have an advanced understanding of the development landscape, particularly around job creation, economic growth, and development-finance.
- d) Interpret economic policy discussions and translate it into appropriate content.
- e) Improve the technical content of the publications to ensure that the messaging is in line with government policy direction.
- f) Have the ability to adjust writing style to the intended audience, whether it is technical content for policy makers or more accessible content for the layperson.
- g) Have the ability to communicate the roles, experiences and voices of Jobs Fund stakeholders/beneficiaries in a creative way to target audiences.
- h) Be able to illustrate positive outcomes/achievements in respect of assignments.
- i) Have project management skills to prepare and implement a detailed editorial production schedule

6.3 Additional Requirements

The following will also be required from the service provider for them to be appointed on this project:

- Where urgent publications are required, work exclusively on these deliverables, possibly after hours.
- The project lead will be required to **sign off** each publication, thereby confirming that quality standards have been adhered to.
- The staff directly involved on the project, will be subject to a **security clearance** check and will be required to sign an oath of secrecy.
- The project lead and staff will be required to have good **working knowledge** of, and experience in respect of MS Office, formatting tables and text, using templates and ensuring version control of documents.
- Be well informed of local and global **economic trends** in order to ensure consistency and clarity of themes throughout all documents/publications.

7 SUBMISSION REQUIREMENTS

7.1 Resource plan

Applicants are required to submit a resource plan that includes CVs for each team member proposed and a Team Experience Matrix. A team leader for each of the three areas identified in the scope of work (1. Content development; 2. Editing; 3. Formatting) must be put forward. It should be noted that this could be the same person, if they have the requisite skills for each area.

The CV provided for each team member should be a maximum of 4 pages and must indicate relevant expertise in relation to the requirements as stipulated in this Terms of Reference. Specific reference to similar development projects will be an added advantage. This CV should also contain:

- a) the highest level of qualification,
- b) work experience, specifying the nature and duration of that work,

In addition, each of the proposed team member's experience must be added to a matrix (a template is provided).

The proposed team should be able to deliver on all the requirements as set out in section 3 of the terms of reference and should therefore exhibit the necessary skills associated with the tasks.

Where a certain skill set or sector-specific experience is lacking, the service provider to explain how the skills will be sourced. The service provider must highlight the extent of their existing database of writers/editors, what experience and expertise they bring and, how new skills would be sourced if required. This must be added to the proposal.

7.2 Proposal

The applicant to produce a maximum of a 10-page proposal including:

- a) Ideas on content to be produced and how it will be disseminated.
- b) The suggestions must relate to the key services and products mentioned in the Terms of Reference (ToR).
- c) The extent of their ability to leveraged additional expertise if required (i.e., the extent of their existing staff and database of consultant writers/ editors and what experience and expertise they bring, and how new skills would be sourced if required).

7.3 Portfolio of Work

Applicants are required to include a portfolio of previous work undertaken by them that showcases their ability to fulfill the requirements as set out in this ToR (a maximum of 10 examples). This portfolio must contain previous work similar to the scope and include:

- a) Examples of publications.
- b) Contactable reference letters that correspond to the work included in the portfolio (a minimum of three reference letters).

7.4 Financial Proposal

The financial proposal must use the costing template provided.

8 EVALUATION CRITERIA

The successful applicant will be awarded the contract for the duration of the service requirements and will be selected based on the following two-stage process:

PROVISION OF TECHNICAL ADVISORY SERVICES TO THE JOBS FUND: THE PROVISION OF WRITING AND EDITORIAL SERVICES

STAGE	DESCRIPTION	MINIMUM THRESHOLD
One	The Proposal, Resource Plan and Portfolio of Work will be assessed based on the criteria below and bidders that meet the minimum threshold of 70% will be invited to participate in Stage 2.	70%
Two	Selected bidders will be required to attend a session whereby they will present their proposal to a panel and thereafter will be interviewed. Those bidders reaching a minimum threshold of 70% for the interview will be considered for appointment.	70%

8.1 Stage One

NO	EVALUATION CRITERIA	WEIGHT
1	Professional Experience (as per the Resource Plan)	
1.1	<p>Broad area 1: Content Development (Tailored written content, produced to a very high specification)</p> <p>This will be based on the lead proposed by the service provider for this area. The lead must be clearly marked in the proposal.</p> <p><i>Scoring:</i></p> <ul style="list-style-type: none"> • 9+ years = 5 • to 8 years = 4 • 5 to 6 years = 3 • 3 to 4 years = 2 • < 3 years = 1 	20%
1.2	<p>Broad area 2: Editorial Services (Professional edits to content)</p> <p>This will be based on the lead proposed by the service provider for this area. The lead must be clearly marked in the proposal.</p> <p><i>Scoring:</i></p> <ul style="list-style-type: none"> • 9+ years = 5 • 7 to 8 years = 4 • 5 to 6 years = 3 • 3 to 4 years = 2 • < 3 years = 1 	15%
1.3	<p>Broad area 3: Document formatting (Professional layout and format)</p> <p>This will be based on the lead proposed by the service provider for this area. The lead must be clearly marked in the proposal.</p>	5%

PROVISION OF TECHNICAL ADVISORY SERVICES TO THE JOBS FUND: THE PROVISION OF WRITING AND EDITORIAL SERVICES

NO	EVALUATION CRITERIA	WEIGHT
	<i>Scoring:</i> <ul style="list-style-type: none"> • 9+ years = 5 • 7 to 8 years = 4 • 5 to 6 years = 3 • 3 to 4 years = 2 • < 3 years = 1 	
2	<p>Qualifications</p> <p>This will be based on the full team put forward in the submission.</p> <p><i>Scoring:</i></p> <ul style="list-style-type: none"> • 5 = Masters/PHD • 4 = Honours • 3 = Bachelor's Degree • 2 = Diploma • 1 = Matric 	10%
3	<p>Proposal & Portfolio of Work (PoW) submitted (Based on the service provider's ability to deliver on the proposed tasks, outputs and outcomes as identified in section 4 & 5).</p> <p><i>Scoring:</i></p> <ul style="list-style-type: none"> • 5 = Excellent (The Proposal and PoW directly respond to the ToR, is plausible [considering the timeline and proposed expertise], offers novel and practical ideas, and is likely to significantly exceed expectations) • 4 = Good (The Proposal and PoW directly respond to the ToR, is plausible [considering the timeline and proposed expertise], and is likely to exceed expectations) • 3 = Average (The Proposal and PoW directly respond to the ToR; is plausible [considering the timeline and proposed expertise], and will meet expectations) • 2 = Below Average (The Proposal and PoW only respond in part to the ToR, is implausible [considering the timeline and proposed expertise], and is unlikely to meet expectations) • 1 = Poor (The Proposal and PoW does not respond to the ToR; is implausible [considering the timeline and proposed expertise], and will not meet expectations) 	50%
	Total	100%
	Minimum threshold	70%

The service providers that achieve the minimum threshold in Stage One will be called for an interview. Failure to meet a minimum total interview threshold of 70% will result in disqualification of bidder.

8.2 Stage Two

Those bidders that meet the minimum threshold in Stage One will attend an interview, which may include a writing and editing test. The Stage Two process will be used to assess the following:

PROVISION OF TECHNICAL ADVISORY SERVICES TO THE JOBS FUND: THE PROVISION OF WRITING AND EDITORIAL SERVICES

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
1	Demonstration of knowledge and skills	5 = Excellent (Demonstrated capability is significantly above the expected capability level) 4 = Good (Demonstrated capability exceeds the expected capability level) 3 = Average (Demonstrated capability meets the expected capability level) 2 = Below Average (Demonstrated capability is below the expected capability level) 1 = Poor (Demonstrated capability is significantly below the expected capability level)	60%
2	Demonstration of the understanding of the ToR	5 = Excellent (Demonstrated capability is significantly above the expected capability level) 4 = Good (Demonstrated capability exceeds the expected capability level) 3 = Average (Demonstrated capability meets the expected capability level) 2 = Below Average (Demonstrated capability is below the expected capability level) 1 = Poor (Demonstrated capability is significantly below the expected capability level)	40%
	Total		100%
	Minimum threshold		70%

Failure to meet a minimum total interview threshold of 70% will result in disqualification of bidder.

9 FINANCIAL IMPLICATIONS

Apart from the professional fees, provision needs to be made for reasonable disbursements which include travelling and accommodation if / when required, up to a maximum of 5% of the contract value. The attached costing template must be utilised.

The service provider will be required to attend meetings at 240 Madiba Street when deemed necessary by the Jobs Fund which will not form part of travel disbursements.

10 CONTRACTING AUTHORITY

The Contracting Authority will be the National Treasury Government Technical Advisory Centre (GTAC).

The appointed service provider will be issued with specific Intention to Perform Work (IPW) requests per required deliverable. This IPW will state the exact assignment to be undertaken, the timeline and the

agreed cost. The final cost of the particular assignment will be negotiated between GTAC and the appointed service provider per assignment requested.

GTAC will not pay retainers.

11 BID VALIDITY PERIOD

The bid will be valid for 60 (sixty) days.

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER: RFQ 003-1-2022-23

CLOSING TIME 14:00 PM ON 03 OCTOBER 2022

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF **ALL APPLICABLE TAXES
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RFQ 003-01-2022-23: RE-ADVERTISEMENT FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR WRITING AND EDITORIAL SERVICES TO THE JOBS FUND

- Services must be quoted in accordance with the attached Terms of Reference.
- All prices quoted **must** be inclusive of all applicable taxes, if no indication is given, prices will be evaluated as all-inclusive.

Quoted amount for the entire project (All applicable taxes) R** _____

- The financial proposal for this assignment should cover for all assignment activities as per the Terms of Reference (ToR) including the potential disbursements.
- Service Providers must submit a detailed breakdown of the quoted amount in their company template/letter head and submit as part of the response.**
- Period required for commencement with project after acceptance of bid _____
- Are you a VAT vendor? Yes/No
- Are the rates quoted firm for the full period? Yes/No
- If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any enquiries regarding this Request for Quotation (RFQ) procedures may be directed to: rfp@gtac.gov.za

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