

REQUEST FOR QUOTATION

RFQ 011-2021-22
Enquiries: Sanele Msomi
Tel: 012 315 5572
Email: Sanele.Msomi@gtac.gov.za

ATTENTION: PROSPECTIVE SERVICE PROVIDERS.

RFQ 011-2021-22: FOR THE PROVISION OF TECHNICAL SERVICES TO THE JOBS FUND BY SERVING ON THE TECHNICAL EVALUATION COMMITTEE (TEC)

The Government Technical Advisory Centre (GTAC) hereby invites you to submit a proposal, in response to the attached Terms of Reference (ToR).

The evaluation will follow the below stages:

- Administrative compliance: submission and completion of standard bidding forms (SBD forms), tax status and CSD registration;
- **Stage 1:** Technical Evaluation as highlighted in the attached ToR. Only service providers that have complied with the requirements (providing all the required documents) will qualify to be evaluated at this stage; and
- **Stage 2:** Price and B-BBEE evaluation. Only service providers that have reached the threshold reflected in the evaluation criteria will be evaluated at this stage.

PRICE AND B-BBEE EVALUATION

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 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 service providers on the basis of:

You are requested to email quotations to:

rfp@gtac.gov.za by 14:00pm, Tuesday the 7th of December 2021



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- The bidden price (maximum 80 points)
 - Broad-based black Economic Empowerment as well as specific goals (maximum 20 points)
- b. The following formula will be used to calculate the points for price in respect of service providers with a Rand value up to R50 million:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

A maximum of 20 points may be awarded to a bidder for being a Broad-Based Black Economic Empowerment and/or subcontracting with a Broad-Based Black Economic Empowerment stipulated in the Preferential Procurement regulations. For this bid the maximum number of Broad-Based Black Economic Empowerment status that could be allocated to a bidder is indicated in paragraph 3.1.

- c. The State reserves the right to arrange contracts with more than one contractor.
- d. It is the Government's intention to promote the following Broad-Based Black Economic Empowerment with this bid, and the points to be allocated are indicated against each level of contributor:

POINTS

The Preferential Procurement Policy Framework Act 2000 (PPPFA) Regulations were gazetted on January 2017 (No. 34350) and effective from April 2017. These regulations require service

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providers to submit valid original or certified copies of their B-BBEE Status Level Certificates from a SANAS accredited verification agency and accredited Auditing firm, the 80/20 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.

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

Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service providers.

The following conditions will apply:

Price quotation to be in line with the required specific objectives as outlined in the Terms of Reference.

- Price(s) quoted must be valid for ninety (90) days from date of offer.
- All prices quoted must be inclusive of all applicable taxes, if no indication is given, prices will be evaluated as all inclusive.
- Price (s) quoted must be within the RFQ threshold of R 1000 000.00 to be compliant and valid
- The proposal and quotation must be submitted on the letterhead of the business
- A firm delivery period must be indicated
- Late or incomplete submissions will not be accepted. Failure to comply with these conditions will invalidate your offer.
- Only service providers that have complied with the Terms of Reference (ToR) will qualify to be evaluated and scored in terms of pricing and socio economic goals as indicated above.

You are requested to email quotations to:

rfp@gtac.gov.za by 14:00pm, Tuesday the 7th of December 2021



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The following attachments must be submitted with the quotation:

- Standard Bidding Document (SBD) forms: (SBD 1, SBD 3.3, SBD 4, SBD 6.1, SBD 8 and SBD 9);
NB: Incomplete and unsigned SBD forms including false declaration may result in the quotation of the bidder being disqualified.
- CSD registration report/number for verification of **tax compliant status**; and/or
- A valid copy of B-BBEE Certificate/sworn affidavit if applicable. No points will be allocated due to non-submission/and or submission of non-compliant certificate and affidavit.

You are requested to email the quotations to:

rfp@gtac.gov.za by 14:00 pm, Tuesday, 7th of December 2021.

GTAC will then consider your submitted quotation but is neither legally bound nor obligated to accept the quotation 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 specification must be addressed to Sanele Msomi at rfp@gtac.gov.za.

Yours sincerely



Thando Nyoka

Deputy Director: Professional Services Procurement

Date: 30 November 2021

You are requested to email quotations to:

rfp@gtac.gov.za by 14:00pm, Tuesday the 7th of December 2021



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ 011-2021-22	CLOSING DATE:	7 DECEMBER 2021	CLOSING TIME:	14:00
DESCRIPTION	FOR THE PROVISION OF TECHNICAL SERVICES TO THE JOBS FUND BY SERVING ON THE TECHNICAL EVALUATION COMMITTEE (TEC)				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.					
RESPONSE DOCUMENTS MAY BE EMAILED TO RFP@GTAC.GOV.ZA					
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]		☐ Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
		☐ 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		☐ AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		☐ 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?		☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	
				☐ Yes ☐ 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	Sanele Msomi	
CONTACT PERSON	Sanele Msomi		TELEPHONE NUMBER	012 315 5572	
TELEPHONE NUMBER	012 315 5572		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:								
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 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. 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. 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.								
2. TAX COMPLIANCE REQUIREMENTS								
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 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. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.								
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="width: 30%; text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> 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.	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO							

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

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:: RFQ 011-2021-22

CLOSING TIME 14:00 on 07 December 2021

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)
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FOR THE PROVISION OF TECHNICAL SERVICES TO THE JOBS FUND BY SERVING ON THE TECHNICAL EVALUATION COMMITTEE (TEC)

A. Services must be quoted in accordance with the table below.

1.

1.1

Name of Resource	Hourly rate (Exclusive of all applicable taxes)	Hourly rate (inclusive of all applicable taxes)
	R	R

1.2

Name of Resource	Hourly rate (Exclusive of all applicable taxes)	Hourly rate (inclusive of all applicable taxes)
	R	R

***all applicable taxes'' includes Value- Added Tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.*

**** Price must include VAT** for purpose of the implementation of the PPPFA

2. Is your price VAT Inclusive? Yes/No

- Remuneration of resources has been benchmarked against public service rates taking into account reasonable adjustments for overhead costs of long-term consultants.
- An allocation for disbursement must be provided if an individual is travelling from outside Gauteng.
- GTAC will make offers to successful bidders.
- Fees exclude direct costs relating to project execution such as travel for which GTAC will make provision.
- GTAC does not pay for TA travel and parking costs to and from place of residence and their place work.

8. GTAC will not pay relocation costs or additional allowance for accommodation for successful bidders placed outside of their home town.
9. **Please note in terms of PPPFA gazetted in 2017**, price evaluation will be calculated as follows:

80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million

6.(1) The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

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

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

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

(2) The following table must be used to calculate the score out of 20 for B-BBEE:

Any enquiries regarding technical enquiries may be directed to –

Email address: psp@gtac.gov.za

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

TERMS OF REFERENCE

For the provision of technical services to the Jobs Fund by serving on the Technical Evaluation Committee (TEC)

PN558

Programme Identification

Name of Client	The Jobs Fund
Reference Number	PN558
Name of Sub-Project	Appointment of Technical Evaluation Committee (TEC) members (x2)
Contracting Authority	Government Technical Advisory Centre (GTAC), National Treasury
Accountable Officer	Ms. Najwah Allie-Edries
Project Purpose	Provision of technical services to the Jobs Fund by serving on the Technical Evaluation Committee

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1 Introduction and Background

The President announced the Jobs Fund during the State of the Nation Address on 10 February 2011. The objective of the Jobs Fund is to co-finance innovative public and private sector initiatives that will significantly contribute to job creation. The Jobs Fund operates on challenge fund principles, as a catalyst for innovation and investment in new ways of working that directly contributes to long term sustainable employment creation.

The Jobs Fund complements existing efforts by government to combat unemployment with a targeted programme of support for effective labour market interventions and job creation projects in the short to medium term.

As of 01 October 2014, the Jobs Fund was located within the Government Technical Advisory Centre (GTAC) in the National Treasury who provides administrative support to the Jobs Fund.

The main objective of the Technical Evaluation Committee (TEC) is to during an open call for proposals conduct initial screening and appraisal, to assess the investment application submitted by an institution against the investment criteria and to evaluate the social impact, skills development potential and economic sustainability of the proposal. The TEC makes recommendations to the various Investment Committees and is accountable to the Jobs Fund for its operation.

2 Purpose

The purpose of this Terms of Reference is to contract with a maximum of two individuals with the requisite technical expertise to assist the GTAC / Jobs Fund to assess funding proposals. Specifically, the Jobs Fund intends to augment the current TEC in order to support the implementation of the Presidential Youth Employment Intervention (PYEI) and potential future Jobs Fund funding rounds : Individuals' services will be requested based on their respective areas of expertise and alignment will be sought with specific calls for proposals.

3 Technical Expertise Required

The Presidency has launched the Presidential Youth Employment Intervention, a multi-sector action plan/ programme aimed at reducing barriers and expanding employment, entrepreneurial, training and service opportunities for young people.

The Presidency in collaboration with the Department of Employment and Labour and the National Youth Development Agency have initiated a Presidential Youth Employment Fund as a ring-fenced grant fund to exclusively finance components of the implementation of the Presidential Youth Employment Intervention.

The Presidency, the Department of Employment and Labour and the National Youth Development Agency have appointed the Jobs Fund to be the Fund Manager of the Presidential Youth Employment Fund.

Two of the initiatives that the Jobs Fund has started implementing under the Presidential Youth Employment Intervention are as follows:

1. **National Youth Service:** Through the National Youth Service (NYS) programme, young people will be engaged in Community Service activities in the first year of implementation. This will be progressively scaled up over a 5-year period. The primary aim of the NYS programme is to mobilise young people to become active citizens of the country's democracy, while earning an income and increasing their employability. The purpose of the Community Service activities as envisaged for the NYS programme is also to enhance service delivery efforts and improve the lives of marginalized communities. The basic characteristics of meaningful Community Service for youth should include services and activities:
 - That are valuable to the community and can be performed at high standards by participating young people.
 - That are delivered through organisations that work with young people and through the interventions/programmes offered helps young people to develop agency.
 - That prioritise working with excluded young people to improve their ability to either find work, generate income, become leaders-activists-change agents.
 - Service that will benefit other clearly defined target group(s).
 - That enhance service delivery efforts and improve the lives of marginalized communities; and
 - That help create social networks that young people would not ordinarily have access to.
2. **National Pathway Management Network:** The National Pathway Management Network (NPMN) is a “network of networks” aimed at facilitating the successful transition of young people into and through the labour market. The NPMN will provide active support to the entry and retention of young people into the labour market while providing greater alignment between the various networks and systems that exist to ensure access to a shared set of opportunities and services. The NPMN has multiple dimensions including:
 - **Demand activation, creation and aggregation of opportunities** through ecosystem facilitation, sector facilitation, sector enablement, employer servicing, and market intelligence to generate and identify appropriate jobs and other income generating pathways for youth in the network across formal, informal, township, and community-based opportunities.
 - **Support linkages between demand and supply** in ways that address the barriers young people experience; and
 - **Enabling unemployed youth** to view and access opportunities in the economy as well as the range of services that are available.

The technical expertise required in assessing project applications for the implementation of interventions falling under the Presidential Youth Employment Intervention outlined above are as follows:

3.1 Areas of Expertise

- Social Impact Investment
- Challenge funding and challenge fund principles
- Development finance
- Social Employment
- Public Employment
- Workforce development and support for work seekers
- Youth development and employment
- Community development
- Enterprise development
- Development of Township and rural economies
- Digital Infrastructure
- Green economy.

3.2 Economic Sector Expertise including:

- Tourism,
- Agriculture,
- Manufacturing,
- Digital Economy,
- Social Economy,
- Creative Sector.

4 Responsibilities and Functions

The Technical Evaluation Committee shall be responsible for the following matters:

4.1 Assessment of Funding Proposals

- a) The consideration and assessment of job creation /investment proposals and concept note, and business case applications submitted to the Jobs Fund, against the funding criteria of each funding window as contained in the Jobs Fund Policies and Procedures.
- b) Provide feedback of a technical nature for each of the applications presented at the committee meetings. Each TEC member is expected to provide guidance and recommendations to assist in the development of a sound proposal for submission to the Investment Committee. The TEC members may also direct the Jobs Fund PMO to obtain additional information or clarification on proposals being considered, where it is warranted.
- c) Make recommendations to the Investment Committee on whether to approve or not approve the applications.

4.2 Follow-up on the Amendments to Approval Decisions

For the purpose of operational effectiveness, it will be necessary, from time to time, for the TEC to clarify and coordinate or effect amendments as and when referred by the Investment Committee.

5 Meetings

5.1 Frequency and Attendance

- a) The TEC shall meet as and when required:
 - i. A schedule of meetings approved by the TEC will be issued to all members of the TEC for each Funding Round.
 - ii. Special meetings of the TEC shall be arranged by consultation between the Chairperson of the TEC and the TEC Secretariat.
 - iii. All TEC members should attend meetings – in person or via teleconference or video conference. Members who are unable to attend shall advise the TEC Secretariat; and
 - iv. The TEC shall not be required to meet, should there not be a funding round during a particular financial year.
 - v. Selected TEC members are expected to contribute to each meeting. Members who are unable to attend meetings shall advise the TEC secretariat a minimum of 24 hours before the meeting.
 - vi. Depending on the nature of the funding round TEC member's inputs for proposals might be solicited remotely as and when required or members may be asked to provide inputs into management appraisal meetings.

6 Logistics and Schedule of the Assignment

6.1 Facilities to be provided by the Service Provider

Each appointed member to serve on TEC will be responsible for the following:

- IT (laptops etc.).
- All mobile communications (voice and data).
- Meetings will either take place in a predetermined venue (Jobs Fund offices or Pretoria surrounds) or on a virtual platform.

6.2 Sub-Contracting

The work that the service provider will be contracted to do shall not be sub-contracted.

6.3 Time Frame

The appointment period will be for one year from the date of appointment. In addition, the term will be extended to an additional two years if the Jobs Fund is allocated additional funds to open funding rounds.

The estimated time requirements during this period are calculated at forty days (8 hours per day) over a potential three-year period. Depending on the area of expertise and the respective funding rounds, TEC members' services will be utilised on a rotational basis. The Jobs Fund cannot guarantee that each member's services will be utilised for the full-time allocation as this is dependent on the funding rounds and the availability of grant funding.

The time allocated would be utilised as follows:

- Attendance of meetings
- Meeting preparation and review of project applications
- Provision of technical inputs
- Additional inputs for Management appraisal meetings

7 Submission requirements

Applicants are required to indicate the following:

- An hourly **rate** inclusive of VAT (if applicable).
 - An allocation for disbursement must be provided if an individual is travelling from outside Gauteng.
- An indication if the bidder is contracting **individually or through a company**.
- A comprehensive **CV**. CVs should highlight the specific experience and expertise sought by the Jobs Fund, as stipulated in the Evaluation Criteria below.
- **Certified copy of highest qualification**; and
- **Proof of membership** of professional body (where required, e.g., admitted attorneys etc.)

8 Evaluation Criteria

Each proposed individual will be evaluated independently in a case where more than 1 CV is submitted. All proposals would be evaluated on the following criteria:

Evaluation Criteria	Weight	Scoring Criteria
a) Qualification Highest Qualification (in areas of commerce; law; engineering or social sciences) <i>Where certified qualifications are not submitted, or qualifications are not in the relevant field as mentioned above the score of 0 will be awarded.</i>	20%	5 = Post Graduate degree (NQF8 or higher) 4 = Degree (NQF 7) 3 = National diploma (NQF 6) 2 = National certificate (NQF 5) 1 = Matric 0 = -non-Certified- qualifications or Irrelevant
b) General Experience - Experience in the following areas: - Assessment of development projects. - Use of financial instruments and financial structuring of development projects. <i>Experience to be derived from CV</i>	25%	5 = ≥ 10 years combined experience in one or more of the specific areas 4 = 8 - 9 years combined experience in one or more of the specific areas 3 = 5 - 7 years combined experience in one or more of the specific areas 2 = 2 - 4 years combined experience in one or more of the specific areas 1 = < 2-year combined experience in one or more of the specific areas
c) Technical Experience - Experience in the following areas listed in 3.1 listed as follows: - Social Employment - Public Employment - Workforce development and support for work seekers - Youth development and employment <i>Experience to be derived from CV</i>	40%	5 = ≥ 10 years combined experience in one or more of the specific areas 4 = 8 - 9 years combined experience in one or more of the specific areas 3 = 5 - 7 years combined experience in one or more of the specific areas 2 = 2 - 4 years combined experience in one or more of the specific areas

		1 = < 2-year combined experience in one or more of the specific areas
d) Expertise • Economic Sector Expertise in the following sectors as listed in 3.2: ○ Tourism ○ Manufacturing ○ Digital Economy ○ Social Economy ○ Creative Sector <i>Expertise to be derived from CV.</i>	15%	5 = > 10 years combined experience in one or more of the specific areas 4 = 8 - 9 years combined experience in one or more of the specific areas 3 = 5 - 7 years combined experience in one or more of the specific areas 2 = 2 - 4 years combined experience in one or more of the specific areas 1 = < 2-year combined experience in one or more of the specific areas

The minimum threshold is set at **70%**

9 Contracting Authority

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

10 Bid Validity

The bid will be valid for 90 days from the closing date.

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

[illegible]

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME 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		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		
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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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