REQUEST FOR INFORMATION ON PARTNERSHIPS OR COLLABORATIVE BUSINESS ARRANGEMENTS FOR PROPERTY LOCATED IN GALA BUILDING, BRAAMFONTEIN, GAUTENG

BID NO. SALGA/10/2024

Closing date and time: 30 January 2025 at 11:00

Briefing session(non-compulsory): (Virtual via Microsoft Teams)

Date: 06 December 2024
Time: 10h00

Bid Validity Period: 120 days.

TENDER BOX ADDRESS:

Ground Floor, Block B, Menlyn Corporate Park

c/o Garsfontein and Corobay Avenue Waterkloof Glen

TEL: (012) 369 8000

EMAIL: scm@salga.org.za

WEBSITE: www.salga.org.za

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA is managed within the framework of the Public Finance Management Act (Act 1 of 1999) and is listed as a schedule 3A public entity. Its main objectives are to:

- Represent, promote, and protect the interests of local government.
- Transform local government to enable it to fulfil its developmental role.
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government.
- Enhance the role and status of municipalities.
- Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government.
- Ensure the full participation of women in organised local government.
- Be the National Employers' Association representing all municipal members and, by agreement, associate members.

2. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development, and all socio-economic opportunities that the state has geared itself to provide for its people.

SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 21 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

a) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also to engaging with various stakeholders, public debates etc. in the interest of Local Government.

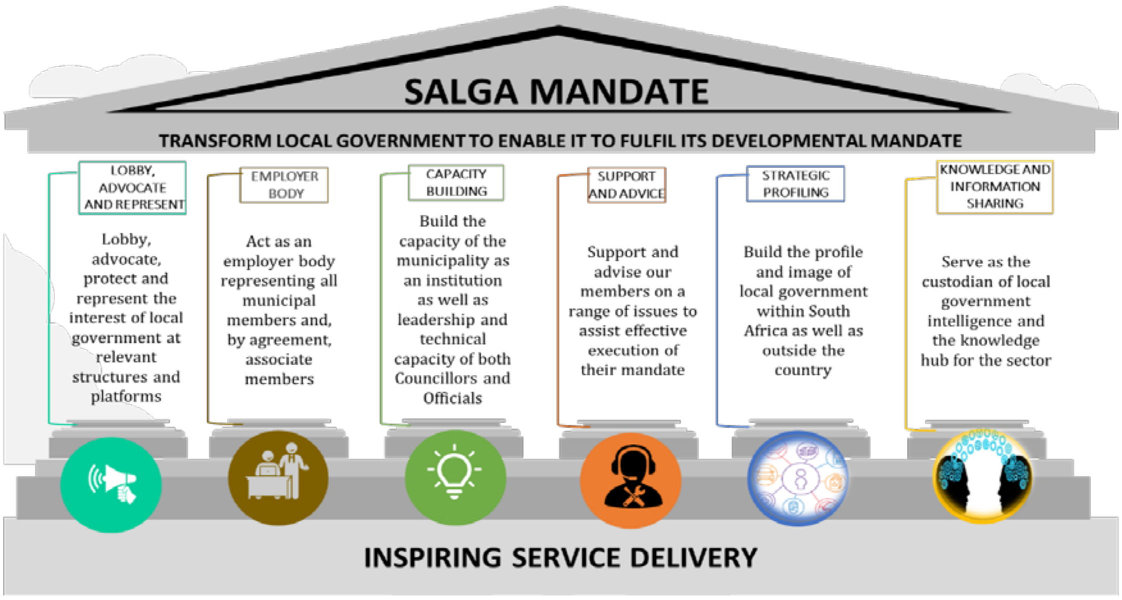
b) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.

c) **Capacity Building** refers to facilitating capacity building initiatives through among others, representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-coordinated capacity building programme for municipal councilors and officials.

d) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans.

e) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent, and the rest of the world.

f) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.



Diagrammatically the mandate is depicted as PER ABOVE GRAPH

3. PURPOSE

The purpose of this document is to Request for Information (RFI) from potential partners who are willing to invest/partner with SALGA in its process of re-imagining the future sustainable use of its property located in **GALA Building in Braamfontein**. SALGA is availing its wholly owned property for business proposals that are aligned to SALGA's mandate and addressing challenges faced by local governments with the view of making the property self-sustainable while addressing the organization's long-term goals. This call for request for information is for the purpose of re-imagining the potential use of the property in the future, underpinned by solid viable business imperatives. This call invites all participants to Re-Imagine the GALA Building to be a best practice sustainable development with aims towards the sustainable use of resources - water and energy, and infrastructure on par with best practice in sustainable built environments. In addition our sustainability strategy, also looks to the social and economic sustainability and should be exemplified by the development goals of this site. SALGA is also open to other proposals that may not align with the above stated strategic goal and these could include business partnership and or outright sale of the property.

Although SALGA would be biased to ideas that would further its mandate while ensuring financial sustainability for the asset; the organization is also open to any proposal that would make sense going forward. All the proposals will ultimately be approved by the leadership of the organization after thorough processing and evaluation. The property is in a very valuable area that continues to provide good property valuation returns. The details of the property would be made available on request to any person keen on submitting a proposal. The parties that are seeking to provide proposals would also be provided with access to the property on a pre-arranged date and time. Internal documents on the property can also be obtained from SALGA upon request.

4. LOCAL GOVERNMENT CONTEXT

The Constitution of the Republic of South Africa (1996) established three distinctive, interdependent, and interrelated spheres of government. Section 152 of the Constitution of the Republic of South Africa, 1996 calls for national and provincial government to support local government, while Section 163 recognises Organised Local Government (OLG) as the legitimate voice of local government. The Constitution further outlines the following objectives of Local Government:

a) Provide local communities with democratic and accountable government.

b) Ensure the provision of services to communities in a sustainable manner.

c) Promote social and economic development.

d) Promote a safe and healthy environment.

e) Encourage the involvement of communities and community organizations in the matters of local government.

Resulting from the OLG Act, 52 of 1997, the White Paper on Local Government was written and adopted as a new policy for local government. This White Paper laid the foundation for a post-apartheid system of local government as one of the most important policy statements on the role of local government. Adopted before promulgation of any local government legislation, the White Paper built on the objectives of local government and recognized SALGA as the body established by the OLGA. According to the White Paper, SALGA is required to:

- Make provision of specialized services to strengthen capacity of LG.
- Research and information dissemination.
- Facilitate shared learning between municipalities.

Further, the Municipal Systems Act, 2000 (Section 3), provides that SALGA must seek to: -

- develop common approaches for local government as a distinct sphere,
- find solutions for problems that relate to local government generally, enhance co-operation; mutual assistance & sharing of resources between municipalities, and
- Facilitate compliance with the principles of cooperative governance & intergovernmental relations.

SALGA, as a fully recognized Organized Local Government Association, fulfils six mandates towards the transformation of local government. The most popular of these mandates, directed by the largest number of key performance indicators in the SALGA Annual Performance Plans, is that of providing support and advice to local government.

The environment within which local government operates is dynamic and determined by both internal and external factors. Added to such dynamic challenges, local government continues to be plagued by fundamental issues that impact on its ability to operate efficiently and effectively. Some of these fundamental pressures are internal to municipalities, such as institutional capacity constraints while others are external. The external factors include amongst others, economic pressures, and changes in the policy environment.

In line with its mandate, SALGA is required to be responsive to the dynamic challenges and requirements faced by its members, at the same time, understanding and tackling key fundamental pressures faced by local government and provide solutions, generally to solve the sectors challenges.

Considering the context outlined above, the SALGA properties re-imagine project, driven by the Business Development Unit under the Finance and Supply Chain Management Cluster, seeks to obtain from the public, varied, innovative, sustainable, and diversified proposals for fixed properties which the organization current owns and the option to ought right sale will also be considered.

5. LOCAL GOVERNMENT CHALLENGES

SALGA's objective and thrust are to become a Centre of Excellence and Innovation in the sector. To achieve this strategic thrust the organization ought to improve its value proposition to its members. SALGA needs to provide differentiated solutions that match the needs and expectations of its different stakeholders, in the main, its member-municipalities.

Municipalities are faced with various challenges that often require tailored and/or agile solutions which the market either does not have, or in many situations, are not tailored properly. The position that SALGA occupies in the sector puts the organization in a unique vantage point in the sector.

The organization, through its extensive interaction and involvement in the sector ensures that SALGA is at the pulse of understanding the sector's needs and challenges. SALGA has a vast network of local and international partnerships that it often invokes for benchmarking and collaboration. This process of re-imagining the future sustainable use of the SALGA properties would also seek to leverage from these extensive networks. SALGA is tasked with providing solutions, generally, to challenges that municipalities encounter, and the property re-imagine project is also geared towards ensuring that SALGA is responsive to the sectors challenges and responds strategically.

6. SALGA SUSTAINABILITY STRATEGY

SALGA recognises that Sustainability extends beyond pure environmental concerns, encompassing social equity and economic viability both within our own organisation and across the 257 South African local governments we support.

While preserving the planet's ecosystems is pivotal, for SALGA - true sustainability also involves fostering equitable societies and ensuring economic systems that endure for generations.

Environmental sustainability involves meeting the needs of the present without compromising the ability of future generations to meet their own needs by responsibly managing natural resources and minimizing environmental impacts.

Social sustainability entails promoting justice, diversity, and inclusivity, creating communities where everyone thrives.

Economic sustainability involves building resilient economies that support livelihoods without compromising future generations' ability to meet their needs.

SALGA recognizes the interconnected dimensions of sustainability as a holistic strategic approach that enables us to represent, promote and protect the interests of local governments, enhance organizational well-being, and safeguard our planet for generations to come.

7. OBJECTIVES OF THE REQUEST FOR INFORMATION

SALGA intends to use the information provided to determine the following:

A. To gather information on the suppliers available in the market.
B. To identifying appropriate suppliers who can respond to an RFP on the PARTNERSHIPS OR COLLABORATIVE BUSINESS ARRANGEMENTS FOR PROPERTY LOCATED IN GALA BUILDING, BRAAMFONTEIN, GAUTENG

8. SCOPE OF SERVICES

i. SALGA seeks to request proposals for partnerships for the best use of its property on a long-term basis with SALGA remaining the owner of the land.
ii. The primary purpose of sourcing these proposals is to ensure that SALGA attains financial

sustainability for the property and attain sustainable programmes that align with SALGA's strategic goals.

iii. The secondary objective is to partner with service providers based on a sound financial relationship model on a long-term basis.
iv. SALGA would work with the service provider on the co-creation of the envisaged and proposed use of the property to meet joint objectives of parties.
v. SALGA is not against any proposal that seeks an outright purchase of the property, although this is not the first preference. All proposals to this effect will be considered.
vi. The approved or selected proposals would be processed through SALGA's governance processes prior to implementation.

In responding to this call, the service providers must: -

vii. Clearly describe the envisaged future use of the property in collaboration with SALGA and how that aligns with SALGA's mandate and goals as outlined in this Expression of Interest and other SALGA's publicly available documents.
viii. Indicate the type of partnership it requires with SALGA based on the property.
ix. Indicate if the proposal sought is an outright purchase of the property.
x. Indicate the type of vision and its alignment with sustainability best practices the property would espouse under the envisaged proposal.
xi. Cleary indicate the envisaged investment proposals on the property, especially on the partnership or collaboration intimated in this expression of interest.
xii. Indicate the type of investment, if any, that will be required from SALGA over and above the provision of the property, its buildings and the land.

SALGA in this request for information requires respondents to outline their collaboration with SALGA regarding the SALGA property located in GALA Building in Braamfontein Gauteng. The call is also open to any outright purchase of the property albeit not the priority of the organization but will also be considered during this process.

9. RESPONDENT REQUIREMENTS

9.1 Technical Ability

The Respondent will be expected to demonstrate technical ability and capacity to undertake this request: The Respondent ought to address the following **minimum** requirements, but not limited to:

1. Company profile
2. How the proposed initiative/proposal will be funded and sustained.
3. Similar initiative that has been undertaken in the past
4. In the proposal for outright purchase, display the ability to source funds or have proof of the availability of funds e.g. Bank for Financial Institution Guaranteed Letter.

9.2 Project Budget / Cost Breakdown

The Respondent must provide an estimated financial outline of their proposal, including a cost breakdown of the following elements:

i. Initial conceptual design and development costs
ii. Estimated operation and maintenance costs (if applicable)
iii. Projected investment needed for implementation

Additionally, the proposal must indicate the service provider's level of interest and capacity to invest in the project. Specifics should include:

iv. Proposed financial contribution to the partnership
v. Preferred financial structure for collaboration / joint venture.

10. APPOINTMENT, COMMENCEMENT AND DURATION

Respondents who qualify may be approached through a closed tender process, which will be limited qualifying respondents of the RFI.

SALGA is not bound by the proposal until such time that legally binding documents are signed between SALGA parties with clear objectives, rights and obligations outlined.

11. INSTRUCTION TO RESPONDENTS

11.1. General Instructions

This document constitutes a request for information, which specifies SALGA's requirements for the request for information on partnerships or collaborative business arrangements on its property located in GALA building, Braamfontein, Gauteng. The information contained herein provides a format to facilitate Respondent's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses.

11.2. Questions during Proposal Process

Any enquiries regarding this RFI should be directed to **Supply Chain Management** at scm@salga.org.za, located at the SALGA National Office – 012 369 8000. Questions will only be taken up to four days prior the closing date.

Respondents finding apparent discrepancies or omissions in the RFI should notify scm@salga.org.za at once. Respondents may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions, or alterations to these specifications. All such changes should be covered by the Respondent's proposal. Information used in the preparation of a proposal from other than this RFI and any written addenda (considered as the proposal documents) will not be considered as valid or official.

No further addenda will be issued by SALGA after 11:00 am, ***seven*** business days prior to RFI closing without providing an extension of time.

11.3. Submission of Proposal

Submit one original of the proposal together with an electronic version in a USB memory stick, in sealed opaque envelope/ box and clearly marked RFI Response – **SALGA/10/2024: REQUEST FOR INFORMATION ON PARTNERSHIPS OR COLLOBORATIVE BUSINESS ARRANGEMENTS ON ITS PROPERTY LOCATED IN GALA BUILDING BRAAMFONTEING GAUTENG**

Physical address:

South African Local Government Association (SALGA)
Menlyn Corporate Park
Block B; 175 Corobay Avenue
Corner Garsfontein & Corobay Avenue
Waterkloof Glen ext. 11
PRETORIA
0181

i. Proposals will be received at the tender box on Ground Floor, during regular business hours only, up to 11h00 am on the closing date. Late submissions will not be accepted.

ii. Respondents remain solely responsible for the method of conveyance of their proposal to the receiving point. Fax transmissions or any other electronic communications are not acceptable.

iii. SALGA will not be responsible for any costs incurred by the Respondents associated with the preparation of responses to the RFI.

iv. Proposals received past the time stated above will not be considered and will be returned to the Respondent unopened.

v. All proposals will remain in force and will be irrevocable for **hundred and twenty days** after the proposal closing. SALGA may at its own discretion extend this period and may inform Respondents of such extension.

vi. Responding to this RFI must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, Respondents shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this request for information. SALGA makes no representation, warranty, assurance, guarantee or endorsement to Respondents concerning the request for information, whether regarding its accuracy, completeness or otherwise. Furthermore, SALGA shall have no liability towards the Respondent or any other party in connection therewith.

11.4. Important Dates

- **6 December 2024** – *Non-compulsory* Briefing session(Virtually on Microsoft Teams)

  Link to the meeting:
  https://teams.microsoft.com/l/meetupjoin/19%3ameeting_NzU1MDc4ZTctODcyYS00OGMxLTg0ZTUtOGY5YjRiMWFiZDdl%40thread.v2/0?context=%7b%22Tid%22%3a%226365803a-d7b4-4a63-8ac5-72a4afebf12e%22%2c%22Oid%22%3a%221b3ffb1e-ae0f-401f-b090-c0ed68b5534c%22%7d

- **24 January 2025** – Last date for questions or request clarity
- **30 January 2025** – Deadline for submissions at 11:00 am.

12. CONDITIONS OF REQUEST OF INFORMATION (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR PROPOSAL NON-RESPONSIVE)

a. The requirement for content of the project proposal section below outlines the information that must be included in proposal offers. **Failure to provide all or part of the information may result in your proposal being excluded from the evaluation process.**

b. The Respondent will be required to sign confidentiality and indemnity agreements with SALGA.

c. Failure to comply with any condition of this request for information will invalidate respective RFI proposal.

d. In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.

e. SALGA reserves the right to request new or additional information regarding each Respondent and any individual or other persons associated with its project proposal.

f. Respondents shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.

g. Respondents shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.

h. Respondents are required to declare any conflict of interest they may have in the transaction for which the proposal is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.

i. Respondents are advised that submission of a proposal does not give rise to any contractual obligations on the part of SALGA.

j. Disputes that may arise between SALGA and a Respondent must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

k. All returnable proposal documents must be completed in full and submitted together with the Respondent's proposal.

l. SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the proposal.

m. Completion of the Standard Bidding Documents stated herein below is required, failure to do so **may** render your proposal offer invalid.

n. All copyright and intellectual property rights that are generated using SALGA fund shall reside with SALGA. Pre-existing and self-funded intellectual property of external respondents participating in this request shall remain the property of the respondents.Respondents whom their solutions are finally considered will be formally engaged by SALGA.

13. Standard Bidding Forms

13.1. Invitation to bid.

Form SBD 1 – Respondents must complete this document in full. They must be completed on the original and signed.

13.2. Declaration of Interest

Form SBD 4 - Respondents must complete this document in full. They must be completed on the original and signed.

14. EVALUATION CRITERIA

14.1. Panel, Presentation, and Evaluation criteria

The following evaluation method will be used:

- After the closing date of the RFI, an appointed evaluation committee of SALGA officials and possibly other external parties will evaluate the proposals of the respondents.
- The committee will individually evaluate each of the proposals received against the approved criteria.

All proposals submitted will be evaluated on **Functionality (technical content).**

The assessment of functionality will be done in terms of the evaluation criteria and the minimum threshold value is 60 points. A respondent will be disqualified if it fails to meet the minimum threshold value for functionality as per the RFI.

The proposals can be accepted in the form of A or B, or BOTH. Therefore, evaluation of proposals shall be performed in the following manner:

A. IS THE PROPOSAL CLEAR OF THE TYPE OF COLLABORATION ENVISAGED

Shortlisting Criteria	Weighting
The proposal clearly articulates an identified problem that is experienced by municipalities and provides linkages of how this proposal aims to address such a challenge. 5 – Proposal explicitly and thoroughly articulates an identified problem that is experienced by municipalities and provides clear and comprehensive linkages of how this proposal aims to address such a challenge 4 – Proposal clearly articulates a solid understanding of an identified problem that is experienced by municipalities and provides clear and reasonable linkages of how this proposal aims to address such a challenge 3 – Proposal identified a relevant problem that is experienced by municipalities but provides vague linkages of how this proposal aims to address such a challenge 2 – Proposal vaguely describes an identified problem that is experienced by municipalities and provides inadequate linkages of how this proposal aims to address such a challenge 1 – Proposal fails to articulate a relevant problem that is experienced by municipalities and provides minimal linkages of how this proposal aims to address such a challenge 0 – Proposal does not clearly articulate an identified problem that is experienced by municipalities and provides linkages of how this proposal aims to address such a challenge	20
The proposal clearly articulates how it aligns to SALGA requirements as outlined in sections 5, 6 and 8 of the terms of reference 5 – Proposal provides and detailed and comprehensive explanation of how it aligns with all sustainability best practices as outlined in sections 5, 6 and 8 of the terms of reference 4 – Proposal provides clear explanation of how it aligns with all sustainability best practices as outlined in sections 5, 6 and 8 of the terms of reference 3 – Proposal addresses some of the key requirements, but certain aspects of sustainability best practices outlined in sections 5, 6 and 8 of the terms of reference are not fully addressed 2 – Proposal evidences limited alignment with the requirements of sustainability best practices outlined in sections 5, 6 and 8 of the terms of reference 1 – Proposal evidences little to no alignment with the requirements of sustainability best practices outlined in sections 5, 6 and 8 of the terms of reference 0 – Proposal does not evidence an alignment to sustainability best practices as outlined in sections 5, 6 and 8 of the terms of reference	20
Has the respondent provided proof of executing such a proposal (one example is sufficient) 5 – 1 example of previous project 0 – No example of previous project	25

The proposal evidences innovative approaches to sustainability 5 – Proposal demonstrates comprehensive, 'out of the box' approach to sustainability 4 – Proposal offers feasible innovative approaches to sustainability, though not cutting-edge or unique 3 – Proposal provides basic or common evidence of innovative approaches to sustainability 2 – Proposal provides limited evidence of innovative approaches to sustainability 2 – Proposal lacks evidence of innovative approaches to sustainability 0 – Proposal shows no evidence of innovative approach to sustainability	20
Does the respondent have the financial resource to fund the envisaged proposal a).-Recent not older than 2 years Audited financial statements and The Audit Reports per financial year should be included OR b). Firm Undertaking from a financial institution to fund such a proposal made to SALGA will be funded (e.g. Bank Guarantee at the point of request) OR c) Evidences experience in financially resourcing and managing such a proposal 5 – Recent audited financial statements (not older than 2 years) / Firm Undertaking from a financial institution to fund such a proposal made to SALGA (e.g. Bank Guarantee at the point of request) / Evidences experience in financially resourcing and managing such a proposal 0 – Financial audited financial statements older than 2 years / No Firm Undertaking from a financial institution to fund such a proposal made to SALGA (e.g. Bank Guarantee at the point of request) / No experience in financially resourcing and managing such a proposal	15

B. IS THE PROPOSAL AN OUTRIGHT PURCHASE

Shortlisting Criteria	Weighting
Does the respondent have the financial resource to fund the envisaged proposal: a). Firm Undertaking from a financial institution to fund such a proposal made to SALGA will be funded (e.g. Bank Guarantee at the point of request) 5 – Bank guarantee at the point of request 0 – No Bank guarantee on request	100

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA)					
BID NUMBER:	SALGA/10/2024	CLOSING DATE:	30 JANUARY 2025	CLOSING TIME:	11H00
DESCRIPTION	REQUEST FOR INFORMATION ON PARTNERSHIPS OR COLLABORATIVE BUSINESS ARRANGEMENTS FOR PROPERTY LOCATED IN GALA BUILDING, BRAAMFONTEIN, GAUTENG				

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	NOKULUNGA NETI	CONTACT PERSON	NOKULUNGA NETI
TELEPHONE NUMBER	012 369 8000	TELEPHONE NUMBER	012 369 8000
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	scm@salga.org.za	E-MAIL ADDRESS	scm@salga.org.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						
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	

[AN UPDATED CSD REPORT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR SPECIFIC GOALS AT PPPFA EVALUATION

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 THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

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

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……………………………………………

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……………………………………………
(Proof of authority must be submitted e.g., company resolution)

DATE: …………………………………………...

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

TO: ACCOUNTING OFFICERS OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS

ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES

HEAD OFFICIALS OF PROVINCIAL TREASURIES

NATIONAL TREASURY SCM INSTRUCTION NO 4A OF 2016/2017
CENTRAL SUPPLIER DATABASE

1. PURPOSE

The purpose of this *SCM Treasury Instruction* is to prescribe the utilisation of the mandatory **Central Supplier Database** (CSD) to Accounting Officers and Accounting Authorities.

2. BACKGROUND

2.1 The National Treasury identified the registration of prospective service providers on each and every Organ of state's individual list of prospective suppliers as one of the processes that makes it difficult for service providers to do business with the State.

2.2 Cabinet approved steps to accelerate the modernisation of public procurement as per a Cabinet Resolution dated 10 December 2014. Amongst the ensuing modernisation initiatives, the National Treasury established the CSD on behalf of all Departments, Constitutional Institutions and Public Entities listed in Schedule 2 and 3 of the PFMA. The CSD's purpose is to avoid the multiple registrations by prospective suppliers with each individual Organ of State they intend doing business with.

2.3 In terms of Section 38 (1) (a) (iii) and 51 (1) (iii) of the PFMA, the Accounting Officer of a Department or Constitutional Institution and the Accounting Authority of a Public Entity listed in Schedule 2 and 3 to the PFMA must ensure that their respective Institutions have and maintain an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost effective.

2.4 National Treasury Circular No 3 of 2015/2016 informed Accounting Officers and Accounting Authorities of Departments, Constitutional Institutions and all Schedule 2 and 3 Public Entities of the transitional arrangements prior to the mandatory application of the CSD on 1 April 2016. Through this SCM Instruction, the date is extended to 1 July 2016.

2.5 The registration and verification of supplier information has not been uniform and standardised for all Organs of State, which complicated the process of doing business with the state. Therefore, the National Treasury established the CSD in

September 2015 to administer supplier registration and facilitate the verification of supplier information.

3. ESTABLISHMENT OF THE CENTRAL SUPPLIER DATABASE

3.1 In order to give effect to the mandatory requirements of this SCM Instruction, Accounting Officers and Accounting Authorities must ensure that:

3.1.1 The current supply chain management system and policies of their respective organs of state are aligned with the provisions of this SCM Instruction note;
3.1.2 Price quotations are invited and accepted from prospective suppliers listed on the CSD; and
3.1.3 Key information of prospective suppliers is verified on the CSD in line with PFMA and regulatory requirements. The following information must be verified:

a) Business registration, including details of directorship and membership;
b) Bank account holder information[1];
c) In the service of the state status[2];
d) Tax compliance status;
e) Identity number;
f) B-BBEE status level[3];
g) Tender defaulting and restriction status; and
h) Any additional and supplementary verification information communicated by the National Treasury.

3.2 Accounting Officers and Accounting Authorities must not award any bid for price quotations to a bidder(s) not registered on the CSD, excluding transactions mentioned in paragraph 3.3.

3.3 Transactions concluded through petty cash, sundry payments and foreign suppliers with no local registered entity may be concluded even if the supplier is not registered on the CSD.

3.4 If it is not possible to obtain price quotations from the list of prospective suppliers listed on the CSD, organs of state must conduct a market analysis to identify possible supplier(s), record the process and submit the list of prospective suppliers obtained through market analysis to the Accounting Officer or Accounting Authority or an appropriately delegated Official for approval. The identified supplier(s) should be registered on the CSD before orders are finalised.

3.5 Organs of state must ensure that a supplier that has been contracted in respect of emergency procurement procedures of the organ of state and that is not registered on the CSD, is registered as soon as possible, but not later than 7 calendar days after the order was issued to the supplier.

3.6 With effect from 1 July 2016, organs of state may not extend any existing contracts that may be in existence for computerised systems that are used to record details of

[1] Bank account information is verified for ease of transacting and complaint financial management and not as a mandatory requirement for sourcing and procurement processes.
[2] "In the service of the state": Please note this check is currently done on state employees who have a PERSAL number, but will be also verified for municipalities, municipal entities and public entities from 1 October 2016
[3] B-BBEE will only be verified from 1 October 2016

their prospective suppliers and may not institute any new computerised system for the management of their list of prospective suppliers without written approval from the National Treasury.

3.7 In line with paragraph 3.6 above, any computerised systems in Organs of State that are operational at the date that this Instruction takes effect, may be used up until the expiry of contracts related to such systems.

3.8 Organs of State must ensure that existing systems integrate with the CSD to ensure systematic verification of supplier records. In cases where system integration is not possible, Organs of State must verify supplier records through the online CSD search function and attach a copy of the verification report to the procurement transaction.

3.9 Organs of State must ensure that suppliers awarded business with the State, excluding instances mentioned in paragraph 3.3, are registered on the CSD prior to award letter/purchase order/signed contract being issued.

4. SUBMISSION OF COMPLIANCE DOCUMENTS BY PROSPECTIVE SUPPLIERS

4.1 Organs of State need to notify bidders when sourcing price quotations or bids (open tenders) that they are not required to submit hard copies of compliance information as this information can be accessed and verified on the CSD in accordance with provisions of paragraph 3.8.

4.2 Organs of State must indicate in their Request for Bids that prospective suppliers must be register on CSD prior to submitting bids (open tenders).

4.3 Proof of registration, certification or accreditation with any industry or board not provided by the CSD must be verified through the submission of physical documentation and verified through manual procedures.

5. PROSPECTIVE SUPPLIERS' REGISTRATION SUPPORT

Organs of State must provide CSD registration support to prospective suppliers who are unable to self-register or require assistance with registration.

6. TAX STATUS REQUIREMENTS FOR PRICE QUOTATIONS AND COMPETITIVE BIDS

Accounting Officers/Authority must verify the tax compliance status of bidders on the CSD for all price quotations and competitive bids.

7. ACCESS TO THE CSD AS A USER BY DESIGNATED OFFICIALS

7.1 The National Treasury will grant access to Organs of State and their respective designated Official(s) on the CSD to identify prospective suppliers for price quotations and/or verify supplier's key information.

7.2 Accounting Officers and Accounting Authorities must utilise Organ of State System Account Application Form attached as Annexure A to request access rights on the CSD.

7.3 For legibility and accuracy purposes, the form must be completed electronically. The form may be accessed under buyer's area on the OCPO website/supplier management/documents: http://ocpo.treasury.gov.za.

7.4 Completed forms must be forwarded to business.support@csd.gov.za.

8. TRAINING AND SUPPORT REQUIREMENTS

8.1 All Training and support requirements need to be forwarded to business.support@csd.gov.za

8.2 For telephonic support the OCPO call centre can be contacted on 012 406 9222.

8.3 The National Treasury will facilitate access to the system and provide training.

9. APPLICABILITY

This SCM Instruction applies to all Departments, Constitutional Institutions and Public Entities listed in Schedule 2 and 3 to the PFMA.

10. REPEAL OF NATIONAL TREASURY PRACTICE NOTE AND REFERENCE

10.1 This instruction repeals:

a) National Treasury SCM Instruction 4 of 2016/2017;
b) Paragraph 5 and 6 of National Treasury practice note no 8 of 2007/2008 on threshold values for the procurement of goods, works and services by means of petty cash, verbal/written price quotations or competitive bids dated 29 November 2007;

10.2 The list of prospective suppliers referred to in paragraph 3.2 and 3.3 of the National Treasury practice note no 8 of 2007/2008 must be regarded as the list of prospective suppliers established through the CSD.

11. DISSEMINATION OF INFORMATION CONTAINED IN THIS INSTRUCTION

11.1 Heads of Provincial Treasuries are requested to bring the contents of this SCM Instruction to the attention of Accounting Officers and Supply Chain Management Officials of their respective provincial departments;

11.2 Accounting Officers of National and Provincial Departments are requested to bring the contents of this SCM Instruction to the attention of Supply Chain Management Officials in their Departments and Accounting Authorities that report to the Executive Authority of their Department.

11.3 Accounting Authorities of Public Entities listed in Schedules 2 and 3 of the PFMA are requested to bring the contents of this SCM Instruction to the attention of the Supply Chain Management Officials of their Public Entities.

12 NOTIFICATION TO THE AUDITOR-GENERAL

The Auditor-General will be notified of the contents of this Instruction.

13 AUTHORITY FOR THIS INSTRUCTION AND EFFECTIVE DATE

This SCM Instruction is issued in terms of section 76(4) (c) of the PFMA takes effect from 1 July 2016. Institutions that have adopted the implementation of the CSD before 1 July 2016, may continue to utilise the CSD.

14 CONTACT INFORMATION

Enquiries related to this Instruction may be directed to:
Tumelo Ntlaba
Director: Central Supplier Database
Phone: 012 315 5509
Email: tumelo.ntlaba@treasury.gov.za or csd@treasury.gov.za

KENNETH BROWN
CHIEF PROCUREMENT OFFICER
DATE: 19/5/2016.