

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS

BID NUMBER:	DHA14-2022	CLOSING DATE:	14 OCTOBER 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO AVAIL AND PROJECT MANAGE A MULTI-DISCIPLINARY TEAM TO INVESTIGATE, CO-ORDINATE, REPORT / ADVISE ON AND / OR PRESENT EVIDENCE ON RECOMMENDATIONS OF THE MINISTERIAL COMMITTEE ON THE ISSUANCE OF PERMITS, AS WELL AS CRIMINAL SYNDICATES FOR FRAUD, THEFT, CORRUPTION AND MALADMINISTRATION AT THE DEPARTMENT OF HOME AFFAIRS, FOR A PERIOD OF 3 YEARS (EXTENDABLE FOR A MAXIMUM PERIOD OF AN ADDITIONAL 2 YEARS).				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Home Affairs,					
230 Johannes Ramokhoase Street,					
Cnr. Thabo Sehume and Johannes Ramokhoase Streets					
Hallmark Building, Pretoria					
BIDDING PROCEDURE ENQUIRIES MUST BE DIRECTED TO			TECHNICAL ENQUIRIES MUST BE DIRECTED TO:		
CONTACT PERSON	Lettie Makhudu/ Lunga Njwabule		CONTACT PERSON	Charlotte Mocke / Thembakazi Nthite	
TELEPHONE NUMBER	(012) 406 2750 / (012) 406 4027		TELEPHONE NUMBER	012 406 4153 / 012 406 7097	
E-MAIL ADDRESS	lettiemakhudu@dha.gov.za lunga.njwabule@dha.gov.za		E-MAIL ADDRESS	charlotte.mockke@dha.gov.za / Thembakazi.balfour@dha.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					
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

[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 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 PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND 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:

I INSTRUCTIONS TO BIDDERS

A THE TENDER DOCUMENTS

Rules for Bidding

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit a valid original tax clearance certificates.
- 1.7. The service provider and its affiliates are disqualified from providing goods, works and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.8. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.9. The Department reserves the right to return late bid submission unopened.
- 1.10. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 1.11. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

- 1.12. The General Conditions of contract will apply.

- 1.13. The Department will become the owner of all information, documents, programmes, advice and reports collected and compiled by the service provider in the execution of this tender.
- 1.14. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed or made available in any other way without the written consent of the Department.
- 1.15. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.16. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.17. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Cost of Bidding

- 1.18. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

- 1.19. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:
 - i. Instruction to Bidders;
 - ii. Technical Bid;
 - iii. Terms of Reference;
 - iv. Evaluation Criterion;
 - v. Financial Bid;
- 1.20. The Bidder is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

Clarification of Tender Documents

- 1.21. The Department will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.
- 1.22. **Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:**

DHA14-2022

- **Date and time:** Monday, 26 September 2022 at 10h00.

Bidders must submit an email requesting the link to the virtual meeting **on or before Friday, 23 September 2022.**

Amendment of Tender Documents

- 1.23. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.
- 1.24. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.
- 1.25. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

B. PREPARATION OF BIDS

Language of Bid

- 1.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

Documents Constituting the Bid

- 1.2. The bid prepared by the Bidder shall comprise the following components:

1. **Technical Bid, including:**

- i. Invitation to Bid (SBD 1)
 - ii. Tax Clearance Certificate
 - iii. Declaration of Interests(SBD4)
 - iv. Preferential Points Claim Forms (SBD 6.1)
 - v. General Conditions of contract
 - vi. CSD report
 - vii. Letter of Authority
 - viii. Completed Technical Specification Document

2. **Financial Bid, comprising:**

- i. Price Schedule & Professional services (SBD 3.3)
 - ii. Preferential points B-BBE certificate

Bid Prices

- 1.3. Prices indicated on the Price Schedule shall be the total price of services including, where applicable:
 1. All duties and other taxes;

2. The price of transportation, insurance and other costs incidental to delivery of the services to their final destination;
3. The price of any other incidental services required in terms of the tender deliverables;
- 1.4. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 1.5. A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 1.6. Prices shall be quoted in South African Rands.
- 1.7. The Department has limited resources and bids must be competitive, with market related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

- 1.8. Bids shall remain valid for 90 days after the closing date of bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- 1.9. In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

- 1.10. The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate. **Apart from hard copies, a copy should also be provided on CD or memory stick. In the event of any discrepancy between the two, the original shall govern.**
- 1.11. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.
- 1.12. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

Sealing and Marking of Bids

- 1.13. The original and copy of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and original and copy of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:

Department of Home Affairs
230 Johannes Ramokhoase Street
Pretoria
0001

- 1.14. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 1.15. If the outer envelope is not sealed and marked as required by the clause, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 1.16. Faxed bids will not be accepted. **only hand delivered bids submitted before the due date and time will be accepted**

Closing Date of Bids

- 1.17. Bids (Technical and Financial) must be received by the Department at the address specified under clause 1.13 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 1.18. The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

- 1.19. Any bid received by the Department after the deadline for submission of bids prescribed by the Department, will be rejected and/or returned unopened to the Bidder.

Modification and Withdrawal of Bids

- 1.20. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 1.21. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of clause 6. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 1.22. No bid may be modified subsequent to the deadline for submission of bids.
- 1.23. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

C. EVALUATION OF BIDS

Clarification of Bids

- 1.1. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

- 1.2. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 1.3. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 1.4. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

- 1.5. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.
- 1.6. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3.3.

Contacting the Department

- 1.7. Subject to clause 1.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.
- 1.8. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

D. AWARD OF CONTRACT

Post qualification

- 1.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.
- 1.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 1.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

- 1.4. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Department's right to accept or reject any or all Bids

- 1.5. The Department reserves the right to:
1. Accept or reject all or individual items of this bid;
 2. Accept one or more bids submissions reject individual items;
 3. Request clarification or further information regarding any item in the Proposal;
 4. Request further information from any bidder after the closing date;
 5. Accept a bid that may not reflect the lowest pricing;
 6. Consider any bid that may not conform to any aspect of this bid;
 7. Annul the tender process and reject all bids at any time prior to contract award;
 8. Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
 9. Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

- 1.6. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 1.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

- 1.8. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 1.9. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

Termination of Service

- 1.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.
- 1.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the

Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

Unsatisfactory Performance

- 1.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

Assignment

- 1.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA14-2022

APPOINTMENT OF A SERVICE PROVIDER TO AVAIL AND PROJECT MANAGE A MULTI-DISCIPLINARY TEAM TO INVESTIGATE, CO-ORDINATE, REPORT / ADVISE ON AND / OR PRESENT EVIDENCE ON RECOMMENDATIONS OF THE MINISTERIAL COMMITTEE ON THE ISSUANCE OF PERMITS, AS WELL AS CRIMINAL SYNDICATES FOR FRAUD, THEFT, CORRUPTION AND MALADMINISTRATION AT THE DEPARTMENT OF HOME AFFAIRS, FOR A PERIOD OF 3 YEARS (EXTENDABLE FOR A MAXIMUM PERIOD OF AN ADDITIONAL 2 YEARS).

CLOSING DATE AND TIME OF BID:

14 OCTOBER 2022 at 11h00

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

DHA14-2022

Date and time: 26 September 2022 at 10h00.

Bidders must submit an email requesting the link to the virtual meeting on or before Friday 23 September 2022.

BID VALIDITY PERIOD: 90 DAYS

**Department of Home Affairs
Supply Chain Management**

TERMS OF REFERENCE

1. Objectives

1.1 The objectives (aim) of this tender are:

Bids are hereby invited for the appointment of a single service provider to avail and project manage a multi-disciplinary team of professional and technical experts –

- consisting of investigators, attorneys, data analysts and system experts;
- to fully investigate, co-ordinate, report / advise on and / or present evidence for purposes of prosecution, managing (internal) disciplinary action and dispute hearings, deportation of undocumented foreign nationals or those with an illegal status , as well the recovery of proceeds based on recommendations of the Ministerial Committee on the issuance of visa's or permits between 12 October 2004 and 31 December 2020; as well as criminal syndicates for fraud, theft and corruption as well as maladministration at the Department of Home Affairs;
- to be utilized on a needs (as and when required) basis;
- on a three (3) year contract term, which may be extended up to a maximum of two (2) additional years depending on satisfactory performance.

2. Background

On 22 February 2021, the Minister of Home Affairs (the “Minister”), established a Ministerial Committee to review the issuance of permanent residence permits, corporate visas, critical skills visas, study visas, retired persons’ visas, as well as citizenship by naturalization between 12 October 2004 and 31 December 2020.

The purpose of the review was to establish whether the issuance of permanent residence permits, corporate visas, business visas, critical skills visas, study visas, retired persons’ visas, as well as citizenship by naturalization between 12 October 2004 and 31 December 2020 was done in accordance with the legislative prescripts, in particular, the Immigration Act, 2002 (Act No. 13 of 2002 (the “Immigration Act”), read together with the regulations issued thereunder, and related legislation, such as the South African Citizenship Act, 1995 (Act No.88. of 1995) and its regulations, during the said period.

South Africa’s Immigration Act came into effect on 31 May 2002. Similarly, the Immigration Amendment Act, No. 19 of 2004 (Act No.19 of 2004) (the “Amendment Act”) came into force. The Immigration Act “provides for the regulation of admission of foreigners to, their residences, and their departure from the Republic, and for matters connected therewith”.

The Ministerial Committee was also tasked with developing guidelines on the implementation of the Immigration Act, based on international benchmarking with comparable countries in and beyond the African continent.

The aims and objectives of the Immigration Act are to -

- (a) ensure that visas and permanent residence permits are issued as expeditiously as possible, on the basis of simplified procedures and within objective, predictable and reasonable requirements and criteria, without consuming excessive administrative capacity;
- (b) facilitate and simplify the issuance of permanent and temporary residence visas to those who are entitled to them, to concentrate resources and efforts on enforcing the Act at community level and to discourage illegal migration;
- (c) detect and deport undocumented foreign nationals or those with an illegal status;
- (d) ensure that the South African economy, at all times, is able to access and derive economic benefit through foreign labour;
- (e) enable and facilitate the promotion of needed foreign labour, facilitate foreign investment, enable the entry of exceptionally skilled or qualified people, increase skilled human resources, facilitate academic exchanges within the Southern African Development

Community (the “SADC”), and promote tourism;

- (f) fully satisfy all security considerations and enable the State to retain control over the immigration of foreigners to the Republic;
- (g) ensure that interdepartmental coordination constantly enriches the immigration control functions; and
- (h) ensure that immigration prescripts are efficiently and effectively enforced, thereby reducing the pull factors of illegal migration.

3. Scope and Extent of the Tender

3.1. The successful Bidder will be expected to execute and conduct the following tasks for/ provide the following services / items to the Department:

AVAIL AND PROJECT MANAGE A MULTI-DISCIPLINARY TEAM OF PROFESSIONAL AND TECHNICAL EXPERTS

The service provider will be responsible for availing and project managing a multi-disciplinary team of professional and technical experts –

- comprising of investigators (skilled in conducting forensic audits and special investigations), attorneys, data analysts and system experts (including IT business process analysts and engineers);
- to fully investigate, co-ordinate, advise on and / or present evidence for purposes of prosecution, internal disciplinary and dispute hearings, make recommendation on the deportation of undocumented foreign nationals, as well the recovery of proceeds based on recommendations of the Ministerial Committee on the issuance of visa's or permits (permanent residence permits, corporate visas, business visas, critical skills visas, study visas, retired persons' visas and citizenship by naturalization between 12 October 2004 and 31 December 2020), as well as criminal syndicates for fraud, theft, corruption and maladministration; and
- to be utilized on a needs (as and when required) basis, on a three (3) year contract term, which may be extended up to a maximum of two (2) additional years depending on satisfactory performance.

CONDUCT INVESTIGATIONS, DATA ANALYTICS, INCLUDING USE OF LINK ANALYSIS SOFTWARE

The service provider shall support and assist the Department of Home Affairs (the "DHA") in conducting forensic and special investigations into the issuance of permits for the purposes of prosecution, (internal) disciplinary action and dispute hearings, make recommendation on the deportation of undocumented foreign nationals and the recovery of proceeds based on recommendations of the Ministerial Committee on the issuance of visa's or permits, as well as criminal syndicates for fraud, theft, corruption and maladministration, through, amongst others -

- a) analysis of existing and new / developing trends with regards to permit issuance by the Department of Home Affairs;
- b) analysis of data and referral of findings to the Directorate for Public Prosecutions, Special

- Investigation Unit and Hawks for further handling and investigation;
- c) supporting the Counter Corruption and Security Services Branch within the DHA with the investigation of cases; and
 - d) improving co-ordination between the anti-corruption initiatives of the Department of Home Affairs, and relevant law enforcement agencies.

ADVISE AND REPORTING/PROSECUTION PREPARATION/CASE MANAGEMENT

- a) Report to the Director-General of the Department of Home Affairs and timeously prepare / present the necessary (progress) reports required by relevant parties / structures (e.g. Audit Committee, Risk Management Committee, Executive Management Meeting, etc.);
- b) Provide expert opinions and advice including attending court cases, departmental disciplinary hearings and testifying as expert witnesses;
- c) Provide advice and recommendations on the (re) engineering of business processes (and systems) to address identified risks / close identified gaps;
- d) Assist in compiling and indexing evidence bundles containing acceptable and reliable evidence, for use during litigation (court cases); as well as disciplinary and dispute hearings;
- e) Provide expert advice and support on the development of a comprehensive Anti-Fraud & Corruption Prevention Strategy and Risk Prevention Plan for the Department;
- f) Ensure the reporting of criminal matters to the respective law enforcement agencies; and
- g) Use and maintain a current common-off-the-shelf case management system that has capability to support other electronic investigative tools such as that used within commercially available link analysis software.

TRAINING / SKILLS TRANSFER

- a) Provide training to identified departmental staff on the use of data analytics (and systems).

LEGISLATIVE FRAMEWORK

In undertaking this work, the service provider will be guided by all legislative prescripts relating to Immigration regulations, investigations, forensic, compliance and white-collar crime matters including the following.

- (a) Immigration Act, 2002 (Act No.13 of 2002);
- (b) Immigration Regulations, 2014;
- (c) South African Citizenship Act, 1995 (Act No.88 of 1995);

- (d) Regulations on the South African Citizenship Act, 1995;
- (e) The Constitution of the Republic of South Africa, 1996;
- (f) The Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (g) The Public Service Act, 1994 (Proclamation No. 103 of 1994);
- (h) The Public Audit Act, 2004 (Act No. 25 of 2004);
- (i) The Prevention and Combating of Corrupt Activities (Act No. 12 of 2004);
- (j) The Protected Disclosures Act, 2000 (Act No. 26 of 2000);
- (k) The Division of Revenue Act, 2002 (Act No. 5 of 2002);
- (l) Treasury Regulations issued in terms of the PFMA;
- (m) The Public Service Anti-Corruption Strategy;
- (n) The Minimum Anti-Corruption requirements; and
- (o) King Report on Corporate Governance.

4. Special Conditions of Contract

4.1. To achieve the above the successful Bidder will be required to meet the following requirements:

The following are the special conditions applicable to this tender:

- Where the bid is submitted as a consortium, this should be clearly indicated, and the relevant documentation of the participating companies must be submitted for evaluation purposes;
- The Department withholds the right to undertake pre-employment screening / vetting on any individual assigned to work on this project;
- The appointment of the service provider will be linked to a Service Level Agreement to be concluded with the Department of Home Affairs;
- The successful service provider will be expected to utilize its own software and other tools of trade relevant to this project;
- All materials used by or made available to the Service Provider shall remain the property of the Department of Home Affairs and shall be handed over to the Department when required or immediately on termination of the contract
- In the event where bidders have formed a joint venture (JV), the JV agreement signed by all relevant parties and must be provided. The JV must clearly state in respect for which services the agreement has been drawn and all the terms and conditions are mutually agreed upon, including payment for services. Bidder must also indicate percentage of ownership including the indication of the leading party.

5. Tender Deliverables / Outputs and Timeframes

5.1. The primary deliverables to be achieved:

- Avail and project manage a multi-disciplinary team of professional and technical experts consisting of investigators, attorneys, data analysts and system experts;
- Conduct investigations, data analytics, including link analysis on the issuance of visa's or permits, as well as criminal syndicates for fraud, theft, corruption and maladministration;
- Co-ordinate / improve the co-ordination of anti-corruption initiatives between the Department of Home Affairs and law enforcement agencies;
- Provide expert opinions and advice including attending court cases, departmental disciplinary hearings and dispute proceedings, and testifying as expert witnesses;
- Provide expert advice and support on the development of a comprehensive Anti-Fraud & Corruption Prevention Strategy and Risk Prevention Plan for the Department;
- Analyze existing and new or developing related trends within the Department of Home Affairs;
- Provide advice and recommendations on the (re) engineering of business processes (and systems) to address identified risks / close identified gaps;
- Timeously prepare / present the necessary (progress) reports required by all relevant parties / structures (e.g. Audit Committee, Risk Management Committee, Executive Management Meeting, etc.); and
- Provide training to identified Departmental staff on the use of data analytics, link analysis software (and systems).

To be utilized on a needs (as and when required) basis.

6. Logistics and Timing

6.1 Project location(s):

Office of the Director-General

6.2 Expected commencement date:

The contract will commence on the signing of the contract for (SBD 7.2) by both parties.

6.3 Project period:

Three (3) years, which may be extended up to a maximum of two (2) additional years depending on satisfactory performance.

6.4 Bid proposal

Bidders must submit proposals containing the following elements:

- A brief background of the company and its organizational structure;
- A summary of the work experience the company has undertaken in relation to the terms of reference herein articulated and relevant references which can validate the experience of the company. The names of at least the last two recent, contactable references (contact person and telephone number; name of the project done and completed, and the duration of the project), must be provided. The reference letters should cover at least three (3) disciplines as per the specified multidisciplinary team. Display an understanding of the mandate of the Department of Home Affairs, both the Immigration and Citizenship Acts, as well as, regulations thereof.
- Brief Curriculum Vitae of the individuals who will be assigned to perform the specified assignments, as well as a copy of their South African Identity Document, relevant educational qualifications and proof of professional registration.
- A comprehensive plan that describes how the assignment will be carried, out with clear deliverables, phases and milestones of reporting including a specified governance process in support of documented reporting and briefings to the departmental executive (EXCO).
- The proposal must specify a commitment to build capacity and transfer skills to officials within the Department of Home Affairs.
- All fully completed and signed SBD forms (SBD1, SBD3.3, SBD4 and SBD6.1) as attached.
- In the event where bidders have formed a joint venture (JV), the JV agreement signed by all relevant parties must be provided. The JV must clearly state in respect of which

services the agreement has been drawn and all the terms and conditions mutually agreed upon, including payment for services. The Bidder must also indicate the percentage ownership including the indication of the leading party.

- Prospective Bidders must provide their Central Supplier Database MAAA number.

6.5 Fee structure

Bidders will be required to submit a detailed project plan as well as their (hourly) rates on an all-inclusive fee-for-service basis, per professional service and job level, as follows:

PROFFESIONAL SERVICE	LEVEL	(HOURLY) RATE
Project Manager	Executive / Director	
Investigator	Senior	
Attorney	Junior	
Data analyst		
System expert		

6.6 Briefing (pre-bid) session

Non-compulsory virtual briefing session

7. EVALUATION CRITERIA

The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid
First stage	Initial screening process / compliance with bid requirements	Yes
Second stage	Pre-qualification criteria	Yes
Third Stage	Mandatory Requirement evaluation	Yes
Fourth Stage	Functionality requirement evaluation	Yes
Fifth stage	Price / B-BBEE evaluation	Yes

First stage: Initial Screening process/compliance with bid requirements.

Verification of service provider's compliance with bid requirements/initial screening process.

Second stage: Pre-qualification criteria

Service provider(s) must indicate their compliance with the requirements of Regulation 4 of the Preferential Procurement Regulations 2017 and provide proof.

If a service provider is bidding as a consortium or joint venture (including unincorporated consortia and joint ventures) they must submit a consolidated B-BBEE Status Level Verification Certificate.

Bidders who fail to meet the pre-qualification requirement will be disqualified.

Bidders must clearly indicate the (%) percentage that will be subcontracted, and the document must be signed by the principal contractor and the sub-contractor(s).

Bidders that bid as a principal contractor with Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) level status must comply with the subcontracting requirements.

Only the following tenderers may respond to this request:

Pre-qualification criteria 1	Comply	Do not comply
Bidders must have a minimum of B-BBEE level 4 status level contributor (i.e. level 1,2,3 &4)		
EVIDENCE: Bidders must submit a copy of valid SANAS B-BBEE certificate or a valid B-BBEE certificate issued by the Companies and intellectual Property Commission or a valid Sworn affidavit signed by the representative and attested by a Commissioner of Oath.		

Pre-qualification criteria 2	Comply	Do not comply
The Bidder must or intend to subcontract 30% to a minimum EME level 2 or QSE level 2 status contributor (i.e., level 1 or 2)		
EVIDENCE: Subcontracting confirmation letter signed by the principal contractor and the subcontractor(s) or a similar agreement signed by all parties indicating clearly the intention to subcontract 30%. The Subcontractor(s) EME level 2 or QSE level 2 valid B-BBEE certificate issued by DTI & Companies and Intellectual Property Commission, or a valid Sworn Affidavit signed by the representative and attested by a Commissioner of Oath must be submitted.		

Third Stage: Mandatory Requirement evaluation

Compliance with the mandatory requirements.

Bidders who fail to meet the mandatory requirements will be disqualified.

The joint venture partners, consortium partners, subcontractors' or any partnership reference letter(s), proof of registration and relevant documents will be accepted.

Mandatory Requirement 1	Comply	Do not comply
The Bidder must provide at least one qualified Investigator that will be part of the team		
EVIDENCE: Relevant qualification or professional registration of the one Investigator		

Mandatory Requirement 2	Comply	Do not comply
The Bidder must provide at least one qualified Attorney that will be part of team		
EVIDENCE: Relevant qualification or professional registration of the one Attorney		

Mandatory Requirement 3	Comply	Do not comply
The Bidder must provide at least one Data Analyst or System Expert that will be part of team		
EVIDENCE: Relevant qualification or professional registration of the one Data Analyst or System Expert		

Mandatory Requirement 4	Comply	Do not comply
The Bidder must confirm the system or software that they will use for data analytics or similar		
EVIDENCE: Signed and dated confirmation letter		

Fourth Stage: Functionality requirement evaluation

Threshold for functionality is 60% and service providers who do not achieve this will automatically be considered as being non-responsive and disqualified for further evaluation.

The joint venture partners, consortium partners, subcontractors' or any partnership reference letter(s), proof of registration and relevant documents will be accepted.

The below scoring guide must be used where applicable:

- Poor = 1 - Significantly below requirements
- Inadequate = 2- Below requirements
- Good = 3 – Meets requirements
- Very good = 4 – Above requirements
- Excellent = 5 – Significantly above requirements

The following are functionality criteria against which interested bidders will be evaluated:

Evaluation Criteria				
No.	Category	Evidence	Weight	Score
1.	<u>Qualifications</u> Relevant qualification/s of the Project lead No qualification or no information = 0 Bachelor's Degree in Law (NQF7) = 5 Honors (NQF 8) = 10 Master's Degree (NQF 9) = 15 PhD Degree or higher (NQF 10) = 20	Copy of qualification(s)	20	
2.	<u>Relevant experience</u> Relevant experience that can validate the experience of the company or similar No information = 0 Investigation = 10 Legal= 10 Data Analyst = 10 System Expert = 10	Contactable reference letter(s) per discipline (a reference letter covering two or all multidiscipline will obtain more points)	40	
3	<u>Competency and Profile of Key Personnel</u> Management profile and the skills matrix of the key personnel. Qualification and skills must be verified through submission of a supporting curriculum vitae that is explicit on years of experience and periods in which the candidate has been employed in that and/or other capacities, it must also contain copies of qualifications and proof of current, valid professional association(s) membership. 1= Poor, 2 = Inadequate, 3 = Good, 4 = Very Good, 5 = Excellent	Company Profile	10	
4	<u>Skills transfer methodology</u> The proposal must specify the methodology on how skills transfer to officials within the	Skills transfer Plan	10	

	Department of Home Affairs will be executed. The proposal should cover the methodology to transfer skills to at least 5 officials of the Department. It will be a condition of contract that six (6) monthly progress reports related to skills transfer, be submitted to the Department. 1= Poor, 2 = Inadequate, 3 = Good, 4 = Very Good, 5 = Excellent			
5.	<u>Proposed Approach in the Execution of Services</u> Proposed operational method - Detailed explanation of methodology and process to be adopted to fulfill the assignment. Project Management, Technical and Analytical skills. In the event that the methodology entails use of any unique, customizable technology systems, data analytics or case management software, such will be clearly described in the Bid. A summary of the work experience the company has undertaken in relation to the terms of reference herein articulated. Bidders to provide their methodology on how they will handle the files and all the confidential documents, as well as information submitted to them, during and after the contract duration. 1 = 1= Poor, 2 = Inadequate, 3 = Good, 4 = Very Good, 5 = Excellent	Project Plan / Proposal	20	
TOTAL			100	

Fifth stage: Price/B-BBEE evaluation

- Bids will then be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2017, which stipulate a 90/10 preference point system.
- The 90/10 principle will apply in evaluating the proposals as follows:
During the functionality (4th stage) phase all proposals that scored 60% or above during the first phase will be scored on price (90 points) and B-BBEE Status Level of Contribution (10 points).
The award will be to the service provider who scores the highest points.
- the 90/10 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
1.	Price:	90
2.	Preferential points: BBBEE	10
	TOTAL:	100

SBD4

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

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.

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

2.2.1 If so, furnish particulars:

.....
.....

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 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

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.

drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT

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,

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to ~~exceed/not exceed~~ R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
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

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

- 4.1 Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

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

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise is applicable:

Designated Group: An EME or QSE which is at least 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

.....

.....

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID NO:** DHA14-2022

CLOSING TIME 11:00 **CLOSING DATE: 14 OCTOBER 2022**

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

ITEM NO	DESCRIPTION **(ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
		R.....	R.....
		R.....	R.....
		R.....	R.....
		R.....	R.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
		R.....	----- days
		R.....	----- days
		R.....	----- days
		R.....	----- days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	R.....
-----	-----	-----	R.....
-----	-----	-----	R.....
-----	-----	-----	R.....

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

- 5.2 Other expenses, for example accommodation (specify, eg. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	-----	-----	R.....
-----	-----	-----	R.....
-----	-----	-----	R.....
-----	-----	-----	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

***[DELETE IF NOT APPLICABLE]**