



REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of SALGA	
RFQ number:	RFQ 006/2025
RFQ Issue Date	30 May 20245
COMPULSORY/ NON COMPULSORY BRIEFING SESSION	None
Briefing Session Date and Time: <i>(if applicable)</i>	None
RFQ Closing date:	13 June 2025
RFQ Description:	REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INSTITUTIONAL MODEL FOR BY-LAW ENFORCEMENT AND INFRASTRUCTURE PROTECTION FOR LOCAL GOVERNMENT

SPECIFICATIONS

- TOR BELOW: On the BID Document

Please note:

1. The quotation should be valid for at least 30 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
 - a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
 - a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER:

TOTAL PRICE (INCL VAT):

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER (COMPANY NAME)

SIGNATURE:

CAPACITY:

DATE:



SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF
A SERVICE PROVIDER TO DEVELOP AN INSTITUTIONAL
MODEL FOR BY-LAW ENFORCEMENT AND
INFRASTRUCTURE PROTECTION FOR LOCAL
GOVERNMENT**

Closing date and time: 13 June 2025 at 11:00

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.

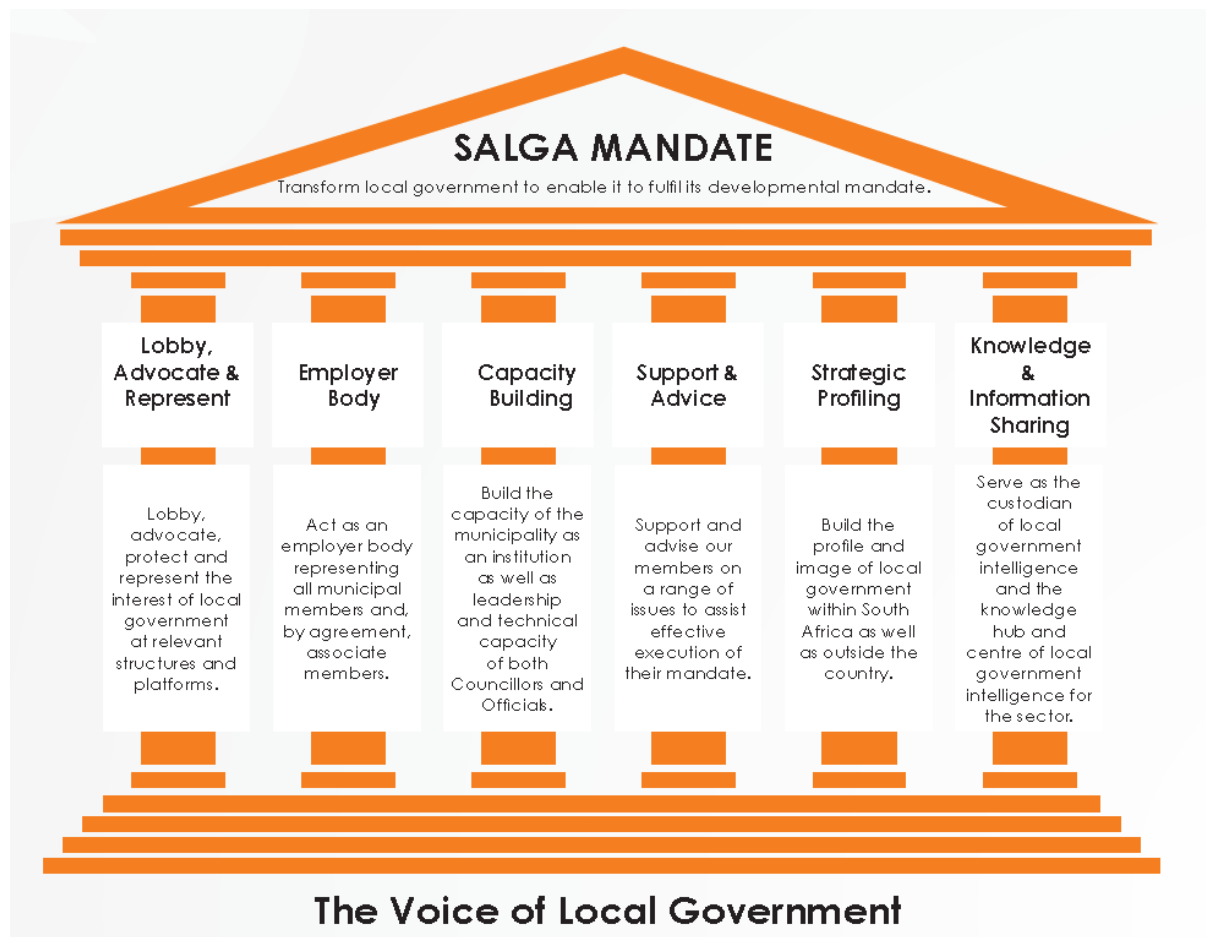
2. SALGA MANDATE

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 20 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:

- (1) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- (2) **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.
- (3) **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-co-ordinated capacity building programme for municipal councillors and officials.

- (4) **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
- (5) **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.
- (6) **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 follows:



3. PURPOSE OF THIS REQUEST

The purpose of this document is to call for proposals from suitable service providers to assist the South African Local Government Association (SALGA) to develop an Institutional Model for By-Law Enforcement and Infrastructure Protection for Local Government in South Africa.

4. BACKGROUND AND CONTEXT

- 4.1. Local government in South Africa is mandated by the Constitution to ensure the provision of essential services and create safe and healthy communities. Effective by-law enforcement and the robust protection of municipal infrastructure are critical pillars for fulfilling this mandate. Municipalities face significant challenges in these areas, including but not limited to, the diversity and complexity of by-laws, insufficient capacity in terms of human and financial resources for enforcement, inadequate systems for monitoring and response, and the escalating threat of vandalism, theft, and damage to critical infrastructure such as water, electricity, and transport networks. These challenges undermine service delivery, hinder economic development, and erode public trust in local government.
- 4.2. Various forms of problem-oriented, local and community policing have emerged in recent years as an effective approach that facilitates partnerships with the community, helps to improve relationships with them and promotes a proactive problem-solving approach to local law enforcement and crime challenges. What is clear is that it requires policing structures to be more consultative and less hierarchical than traditional policing approaches.
- 4.3. Law enforcement and crime prevention have traditionally been seen as the responsibility of the police or as stemming from the deterrent aspects of the law or repression of offenders. However, because of increasing research, innovation, and experience throughout the world, it is now recognized that crime has multiple causes and that many other sectors of society can have an impact on crime levels and therefore have a responsibility to act to help prevent crime. The police cannot do so alone. More significantly, this is not just a government role, but one that includes communities and civil society organisations, working in partnership with government and public and private institutions.
- 4.4. Many municipalities reportedly do not have by-laws while some of those with by-laws do not have the required capacity to enforce them. This is a challenge for how municipalities create an environment that furthers the social and economic development of communities. There is also a lack of law enforcement integration at a local level between the relevant spheres of government.
- 4.5. SALGA plays a crucial role in supporting municipalities to overcome these challenges, enhance their capabilities, and develop sustainable solutions. Recognising the interconnectedness of effective by-law enforcement and the protection of municipal assets, there is a pressing need to investigate and propose an optimal institutional model that can be adopted by municipalities, considering their diverse contexts and capacities, to strengthen their performance in these critical areas. Developing a

comprehensive and adaptable institutional model will provide a framework for local governments to enhance their by-law enforcement capabilities and implement effective strategies for infrastructure protection. This project aims to address these challenges by providing a well-researched and practical model that can be adopted and customized by municipalities across the country.

5. SCOPE OF WORK

SALGA intends to appoint a suitable service provider to assist with the following services:

- **Literature Review:** Conduct a thorough review of relevant legislation, policies, strategies, reports, and academic literature on by-law enforcement and infrastructure protection in South Africa and internationally.
- **Situational Analysis:** Undertake a detailed assessment of the current institutional capacity, operational practices, challenges, and successes related to by-law enforcement and infrastructure protection in a selected sample of eighteen (18) municipalities representative of the different municipal categories (category A, B and C) sizes, capacities, and geographic locations in South Africa. This should involve site visits, interviews with relevant municipal officials (including but not limited to, municipal managers, heads of public safety, infrastructure, legal services, and finance), councillors, and other relevant stakeholders.
- **Stakeholder Consultations:** Engage with key stakeholders at national, provincial, and local levels, including relevant government departments (e.g., COGTA, SAPS, Department of Public Works and Infrastructure), provincial local government associations, community policing forums, business forums, and civil society organisations, to gather inputs and validate findings.
- **Gap Analysis:** Analyse the findings from the situational analysis and literature review to identify the key gaps and challenges in the current institutional arrangements for by-law enforcement and infrastructure protection in South African municipalities.
- **Model Development:** Based on the research and analysis, develop a detailed proposed institutional model(s). This should include:
 - o A comprehensive institutional model for by-law enforcement, outlining:
 - Clearly defined roles and responsibilities of different municipal departments and officials.
 - Proposed organisational structures and reporting lines.
 - Standard operating procedures for by-law enforcement and infrastructure protection activities (e.g., patrolling, inspection, issuing fines, investigating damage, coordinating repairs).
 - Requirements for human resources, including necessary skills, qualifications, and staffing levels.

- Recommendations for technology and equipment to enhance effectiveness (e.g., integrated data management systems, surveillance technology, communication systems).
- Mechanisms for inter-departmental coordination and information sharing within the municipality.
- Strategies for improving inter-sphere of government collaboration, particularly with SAPS and other relevant provincial and national entities.
- Approaches to community engagement and participation in by-law compliance and infrastructure protection efforts.
- o Develop a comprehensive institutional model for infrastructure protection, outlining:
 - Risk assessment and management strategies.
 - Preventative security measures and technologies.
 - Monitoring and early warning systems.
 - Rapid response protocols and coordination mechanisms.
 - Stakeholder partnerships (e.g., security companies, community policing forums).
 - Damage assessment and repair procedures.

Ensure both models are aligned with relevant legislation and policies.

- **Capacity Building and Implementation Roadmap Phase:** Develop recommendations for capacity building and training programmes to support the implementation of the institutional models at the local government level. This should include identifying target audiences and potential training methodologies.
- **Monitoring and Evaluation Framework:** Design a framework for monitoring and evaluating the effectiveness of the proposed institutional model(s) once implemented, including key performance indicators (KPIs) and data collection mechanisms.
- **Implementation Plan and Cost Implications:** Develop a phased implementation plan for the proposed model(s), outlining key activities, timelines, responsibilities, and resource requirements for municipalities. This should include a detailed costing of the proposed interventions.
- **Reporting:** Prepare and present inception, interim, draft final, and a comprehensive final report to SALGA detailing the research findings, the proposed institutional models, capacity building recommendations, and the implementation roadmap incorporating feedback received at each stage.

5.1 KEY DELIVERABLES

The service provider is expected to deliver the following within a ten (10) month period of the project:

- Inception Report detailing the proposed methodology, work plan, and timelines.
- Situational Analysis Report summarising the findings of the current state assessment.

- Stakeholder Consultation Report documenting the key inputs and outcomes of consultations.
- Draft Proposed Institutional Model(s) document.
- Presentation of findings and proposed model(s) to SALGA and relevant stakeholders at key project stages.
- Final Outcomes Report incorporating all deliverables and feedback, including:
 - o Detailed analysis of the current state of by-law enforcement and infrastructure protection in South African local government.
 - o A well-defined institutional model for by-law enforcement.
 - o A well-defined institutional model for infrastructure protection.
 - o Detailed capacity building and training recommendations.
 - o A practical and phased implementation roadmap.
- User-friendly summaries and presentations of the institutional models.
- All data collected and analysed during the project.
- Development of a strategic plan based on the Outcomes Report.
- Executive Summary of the Final Report.

5.2. PREFERRED SERVICE PROVIDER COMPETENCIES

SALGA wishes to engage the successful bidder with demonstrated appropriate skills/expertise in the following areas:

- The service provider must have extensive research experience, which needs to be demonstrated by way of contactable references for the work done in this area and where possible links or references to previous material.
- In their proposals, prospective bidders must provide a detailed methodology and approach.
- The service provider must have the appropriate skills/expertise in the following areas:
 - o Research experience within the community (public) safety; by-law enforcement; and municipal infrastructure protection areas.
 - o In-depth knowledge of the local government sector including the legislative environment.
 - o Experience and/or expert knowledge in municipal governance and administration and/or social development.
 - o Report writing and presentation skills.
 - o Stakeholder engagement and facilitation skills.
 - o Ability to effectively interact with culturally diverse groups and traditional leadership.
- An ideal service provider would have published written works in this study's thematic areas

5.3. CONTENT OF PROPOSAL

(Information to be submitted by the bidders)

The proposal should include

- 5.3.1. all relevant perceived strengths and weaknesses of the firm bidding for the service, e.g. similar previous experience, in-house skills, etc; providing information which will assist SALGA to assess its capabilities, competitive advantages, etc.
- 5.3.2. the summary of the bidder's mission statement, the vision statement, values and long-term strategies and objectives as comprehensively as possible.
- 5.3.3. a list of references of previous and current appointments relevant to the required services; examples of such services capabilities and experience and more specifically the number and size of organisations where service rendered in specific sectors in government and areas of expertise.
- 5.3.4. an organogram or list of partners, managers, specialists, together with the *curriculum vitae* of the staff who will be available for the duration of the work; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful bidder should provide experienced specialists relevant to the required services.
- 5.3.5. A breakdown of the hourly tariff, VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown.
- 5.3.6. In so far as is possible, a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such as traveling.
- 5.3.7. The rate of remuneration of consultants will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines referred to in 6.3.9 below.
- 5.3.8. The remuneration framework of consultants shall take the following into consideration:
 - a) The "Guidelines on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)" as issued by the South African Institute of Chartered Accountants (SAICA);
 - b) The "Guide on Hourly Fee Rates for Consultants" as issued by the department of Public Service and Administration (DPSA); and/or

- c) Remuneration guidelines issued by professional service organisation or regulatory bodies, as may be relevant.

5.3.9. How the bidder proposes to provide governance assistance to SALGA; and

5.3.10. In so far as is possible, provide an overview of the methodology to be applied.

5.3.11. How the bidder will ensure that there is transfer of skills to the SALGA team.

5.4 APPOINTMENT, COMMENCEMENT AND DURATION

The appointed service provider is anticipated to commence the work upon appointment for a duration of 10 months and end on the completion of the project.

5.5. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)

5.5.1. Performing of assignments

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant Project Manager representing the organisation.

All working papers and reports and documents will become the property of SALGA.

The successful bidder shall work with the Directorate of SALGA on the planning of various phases of the service activities and must be prepared to regularly report the progress to the relevant Project Manager.

5.5.2 Timing of assignments

The performance of this assignment shall be in accordance with the approved plan by the Project Committee. The final responsibility of approving the scope and extent of the work resides with the relevant Project Manager.

5.5.3 Quality assurance reviews of the work

The service provider shall ensure that all work conforms to the relevant regulatory requirements.

5.5.4 Monitoring progress of assignments

On a mutually agreed basis, the service provider shall meet with the Project Manager to report progress of the work, and at the Project Committee meetings.

5.5.5 Payments

SALGA undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No

payment will be made on outstanding information not submitted by the service provider.

The parties shall, upon appointment of the service provider, sign a service level agreement to govern their business relationship.

Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

5.5.6 Expenditure incurred by the bidder

The SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

6. INSTRUCTION TO BIDDERS

6.1 General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for a service provider to develop an institutional model for by-law enforcement and infrastructure protection for local government behalf of SALGA. The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to the National Executive Committee (NEC) of SALGA which is the organisation's accounting authority.

6.2 Objectives

SALGA's objective in the call for proposals is to select a service provider to develop an institutional model for by-law enforcement and infrastructure protection for local government for the South African Local Government Association.

6.3 Terms of Contract

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder. It is anticipated that the term of the contract shall be for the duration of the assignment and shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

6.4 Questions during Proposal Process

Any enquiries regarding this RFP should be directed to **Precious Nzuza** at pnzuza@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.

Bidders finding apparent discrepancies or omissions in the RFP should notify Supply Chain Management at nneti@salga.org.za at once. Bidders 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 bidder's proposal. Information used in the preparation of a proposal from other than this RFP 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 12:00 noon, four business days prior to RFP closing without providing an extension of time.

6.4 Submission of Proposal

Responses are to be submitted to Precious Nzuza, via email; to

E-mail address: pnzuza@salga.org.za

Late submissions will not be accepted.

7.6. Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

It is anticipated that the successful bidder will be notified by email.

Please outline in your proposal the assistance your institution is prepared to provide in order to meet the estimated contract duration period for the full implementation of the scope of work.

7.7 Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

- 7.7.1** the winning bidder fails to perform in accordance with the specified service requirements as set out in the RFP;
- 7.7.2** the winning bidder fails to provide project deliverables as defined under **part 5 above** without written explanation;
- 7.7.3** the winning bidder otherwise violates the provisions of the RFP to a substantial degree.

7.8 Liability

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

7.9 Important Dates

12 June 2025 - Last day for questions

13 June 2025 - Proposal submissions due 11:00AM

Please note that some of the dates are based on estimated project timeframes.

8 CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

- 8.1. The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**
- 8.2. A contract will be signed with the appointed Service Provider.

- 8.3. The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
- 8.4. SALGA may at its own discretion vary an instruction to include more work.
- 8.5. Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- 8.6. 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.
- 8.7. SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- 8.8. Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- 8.9. Bidders 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.
- 8.10. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 8.11. The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- 8.12. Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- 8.13. Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 8.14. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- 8.15. All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- 8.16. SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.
- 8.17. Completion of the Standard Bidding Documents stated herein below is **mandatory**, failure to do so **may** render your bid offer invalid.

8.18. Standard Bidding Forms

18.8.1. Preference Points Claim form

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

18.8.2. Declaration of Interest

Form SBD 4 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

9 EVALUATION

The following evaluation method will be used:

After the closing date of the bid invitation, an appointed evaluation committee of SALGA officials and possibly other external parties will evaluate the proposals of the bidders.

The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Regulations, 2022

All proposals submitted will be evaluated on three categories:

- Functionality (technical content)
- Price
- Specific goals

Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2022, using the 80/20 split. The 80/20 preference points system applies for acquisition of goods or services for Rand value equal or above R2 000 and up to R50 million.

Firstly, the assessment of functionality will be done in terms of the evaluation criteria and the minimum threshold value of 70 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

A Bid Evaluation Committee will review and evaluate the proposals. Bidders may be invited to present their proposal for the purpose of providing clarification and answers to questions by the committee. If presentations are necessary, they will be made on the date, time and location to be confirmed.

Thereafter, only the qualifying bids after the presentation will be evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points will be used for B-BBEE Status Level of Contribution and Specific Goals. The price points will be calculated in accordance with the formula prescribed in Regulation 6. (1) of the Preferential Procurement Regulations, 2022.

A recommendation for the awarding of the contract will be made at the meeting of the Bid Adjudication Committee to be confirmed, where applicable.

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

SCALE LEVEL DESCRIPTIONS	RATING
No relevant response or information given to enable evaluation	0
Very poor response based on expected standard	1
Poor response based on expected standard	2
Average response based on expected standard	3
Good response based on expected standard	4
Excellent response based on expected standard	5

POINTS BREAKDOWN:

DESCRIPTION	CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
Approach and Methodology	- Comprehensiveness and clarity of proposal, approach, and methodology, including a detailed project plan to deliver scope of work on the proposed solution and by highlighting its capabilities and features aligned to SALGA requirements in paragraph 4.1.2. - The project plan must highlight deliverables (timeframes/ milestones, resources, etc.).	0 = No clear preliminary methodology or approach described 1 = Preliminary methodology and approach are not suitable for the scope of work 2 = Preliminary methodology and approach are lacking in detail and do not address the problem statement 3 = Preliminary methodology and approach are generally described, but lack specificity on the research sample size, data collection method and method of analysis to be used. 4 = Preliminary methodology and approach are detailed and include a justified description of the research sample size, data collection method and method of analysis to be used. 5 = Preliminary methodology and approach are detailed and include a justified description of the research sample size, data collection method and method of analysis to be used. The methodology also considers the limitations/challenges to the research design.	25

DESCRIPTION	CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
Project Team Capability, Accreditation and Relevant Qualifications	- The personnel performing the service must be qualified researchers with experience in local government research or related. - The bidder to provide a comprehensive CV/Profile of the team leader and the members highlighting qualifications and extensive experience in the field of local government or government generally. (Certified Documents)	0 = Bidder with no project team C.V.s/Profiles, with no experience and no qualification 1 = Project team C.V.s/Profiles provided, indicating 2years experience and a postgraduate qualification 2 = Project team C.V.s/Profiles provided, indicating 3years experience and a postgraduate qualification 3 = Project team C.V.s/Profiles provided, indicating 4years experience and a postgraduate qualification 4 = Project team CVs or Profiles provided, indicating 5 years of experience and a postgraduate qualification 5 = Project team CVs or Profiles provided, indicating more than 5 years of experience and a postgraduate qualification	20
Relevant project experience	- The bidder must have performed research studies of a similar nature in the field of local government on social inclusion studies or related. - The bidder must provide SALGA with proof of similar work undertaken in the form of a reference letter or positive letter of recommendation from various clients on the clients' letterhead (N.B. SALGA reserves the right to verify the letters submitted by service providers)	0 = Bidder with no similar project 1 = Bidder with 1 project 2 = Bidder with 2 projects 3 = Bidder with 3 projects 4 = Bidder with 4 projects 5 = Bidder with 5 or more projects	20

DESCRIPTION	CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHT
Literature Review	- The proposal must briefly outline the structure of the study and a scoping of key relevant literature. - Reference work material related to the subject under review.	0 = no evidence of a literature review in the proposal 1 = the proposal cites only one (1) reference work 2 = the proposal cites between 2 and 3 reference works relevant to the scope of work 3 = the proposal cites between 4 and 5 reference works to illustrate the significance of the problem statement and outline the structure of the study 4 = the proposal cites between 5 and 7 literature and summarizes the overall picture of by-law enforcement and infrastructure protection. 5 = the proposal cites above 7 relevant literature and provides and insightful synthesis of the key literature on by-law enforcement and infrastructure protection within the local government sphere.	20
Project Plan	- Project planning to deliver scope of work on the proposed solution highlighting its capabilities and features aligned to SALGA requirements. It must highlight deliverables, timeframes / milestones, resources. - The Bidder submits a detailed proposal with clear deliverables, activities, tasks, times lines, reporting timeframes and detailed costing	0 = no project plan submitted 1 = Project plan is unsuitable to deliver the scope of work 2 = Project plan lacks detail and is not specific to the scope of work. 3 = Project plan generally describes deliverables, timeframes/ milestones and resources required, and sufficiently demonstrates an ability to deliver the scope of work. 4 = Project plan highlights deliverables, timeframes/ milestones and resources required, and demonstrates a good understanding of the scope of work. 5 = Project plan highlights deliverables, timeframes/ milestones and resources required, in alignment with the scope of work. It also accounts for risk mitigation.	15
TOTAL			100
THRESHOLD			70

Bidders who score 70 points and above will be considered in phase 2 of the evaluation. The 80/20 points system will be used when evaluating this Request for Proposal, where 80 is for Price.

The remaining 20 points will be allocated in terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations. Preference points must be awarded for specific goals as stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

Table 1:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

Phase 2 of evaluation will include the sum of the two criteria below:

CRITERIA	WEIGHT
Price	80
Specific Goals	20
TOTAL	100

Points claimed shall be verified through the Central Supplier Database (CSD) and valid BBBEE certificates.

10. GENERAL CONDITIONS

The following should be noted by interested parties:

- Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
- Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SALGA.
- On completion or termination of the agreement, all materials and products must be handed over to SALGA.
- No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.
- SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
- SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however, the service provider should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- SALGAs (general conditions of bid, contract and order) shall be applicable to this bid.
- The service provider shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- SALGA reserves the right not to award the bid to any bidder at its own discretion.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

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

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

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME's	4	
100% Black Women owned	3	
100 % Youth	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....