



## human settlements

Department:  
Human Settlements  
REPUBLIC OF SOUTH AFRICA

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**REFERENCE: BID VA49/05-2024/25**  
**ENQUIRIES : [tendersenquiries@dhs.gov.za](mailto:tendersenquiries@dhs.gov.za)**

**BID VA49/05-2024/25: TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SPECIALISTS TO ENHANCE THE SKILLS SET OF THE DEPARTMENT FOR A PERIOD OF 36 MONTHS.**

- 1 **The closing date for the submission of applications/bid documents is 10 February 2025 @ 11:00. No late applications/bid documents will be considered. All bids must please be placed in the in the Tender Box at the main entrance of the building (DEPARTMENT OF HUMAN SETTLEMENTS, DR RUTH S MOMPATI, 260 JUSTICE MAHOMED STREET, SUNNYSIDE, PRETORIA).**
- 2 **It is compulsory that an original proposal/bid documents be handed in on/before the closing date of the bid.**
- 3 **You are invited to bid for the services as specified in the attached forms.**
- 4 **The conditions contained in General Conditions of Contracts (GCC) and the attached SBD1, SBD3.3, SBD4, SBD6.1, SBD8, and SBD9 as well as any other conditions accompanying this request are applicable.**
- 5 **NATIONAL TREASURY CIRCULAR NO 3 OF 2015/2016**
  - 5.1 From 1 April 2016, institutions/departments may not award any bid to a supplier who is not registered on the Centralised Supplier Database (CSD).
  - 5.2 Please submit an original bid documents/proposal and a USB.
- 6 **Compulsory Briefing Session: NON**
- 7 **All enquiries relating to this bid must be addressed to [tendersenquiries@dhs.gov.za](mailto:tendersenquiries@dhs.gov.za)**

Regards

**SUPPLY CHAIN MANAGEMENT**  
**For DIRECTOR-GENERAL**  
**DATE: 16 JANUARY 2025**  
Tendercovlet

**THE DEPARTMENT OF HUMAN SETTLEMENTS**

**BID NUMBER: VA49/05-2024/25**

**DESCRIPTION: PROFESSIONAL SERVICES**

**CLOSING DATE: 10 FEBRUARY 2025**

**CHECK LIST TO BE COMPLETED BY THE BIDDER:**

| <b><u>Table of Contents:</u></b>                                                              | <b><u>Yes:</u></b> | <b><u>No:</u></b> |
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| <b>Invitation Letter/ Cover Letter</b>                                                        |                    |                   |
| <b>(TOR) Terms of Reference</b>                                                               |                    |                   |
| <b>SBD1 Invitation To Bid</b>                                                                 |                    |                   |
| <b>SBD3.3 Pricing Schedule</b>                                                                |                    |                   |
| <b>SBD 4 Declaration of Interest</b>                                                          |                    |                   |
| <b>SBD 6.1 Preference Point: Purchases</b>                                                    |                    |                   |
| <b>General Conditions of Contract</b>                                                         |                    |                   |
| <b><u>Supporting Documents:</u></b>                                                           |                    |                   |
| <b>Company Profile</b>                                                                        |                    |                   |
| <b>ID Copies of Directors (Certified)</b>                                                     |                    |                   |
| <b>Certificate issued by Registrar of Companies &amp; Close Corporation, issued by CIPRO.</b> |                    |                   |
| <b>Compulsory: Please attach a copy of CSD registration report (not later than a month).</b>  |                    |                   |
| <b>1 ORIGINAL PROPOSAL AND 1 USB</b>                                                          |                    |                   |

**BIDDER NAME IN FULL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**CAPACITY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TERMS OF REFERENCE**  
**FOR**  
**THE APPOINTMENT OF A PANEL OF SPECIALISTS TO**  
**ENHANCE THE SKILLS SET OF THE DEPARTMENT FOR A**  
**PERIOD OF 36 MONTHS**

**NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS**





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### **1. INTRODUCTION**

- 1.1. The Housing Act 1997 (Act No. 107 of 1997) provides for the definition and delineation of roles and responsibilities of the three (3) spheres of government in respect of housing (and human settlements) development. The functions of the national sphere of government in terms of 3(1) and (2) can be summarised as to establish and facilitate a sustainable national housing (and human settlements) development process by determining national policy, setting sectoral delivery targets, monitor delivery against targets and budget, determine procurement policy, develop and building delivery capacity in the sector, promote consultation with key stakeholders on housing (and human settlements) delivery, and promote effective communication on the delivery.
- 1.2. The National Department of Human Settlements herewith calls for proposals to be registered on a Panel of Specialists to enhance the skills set of the Department, provide support and address identified gaps in the functional areas to the National Department for a period of 36 months.

### **2. REGULATORY FRAMEWORKS**

- 2.1 The Department of Human Settlements derives its mandate and responsibility from 26 of the Constitution, which states that: "(1) Everyone has a right to access to adequate housing. (2) The state must take reasonable legislative and other measures within its available resources to achieve the progressive realisation of this right. (3) No one may be evicted from their home or have their home demolished without an order of court made after considering all the relevant circumstances. No legislation may permit arbitrary evictions."

**2.1.1 Constitution (Section 195): principles of public administration:**

- 2.1.1.1 Efficient, economic and effective use of resources must be promoted;
- 2.1.1.2 Public administration must be development oriented;
- 2.1.1.3 Public administration must be accountable; and
- 2.1.1.4 Transparency must be fostered by providing the public with timely accessible and accurate information.

**2.2 NDP** entails that planning and implementation should be informed by evidence-based monitoring and evaluation.

**2.3** The **PFMA**, (1999), the **Public Service Act** (1994 as amended by Act No. 30 of 2007) and the **MFMA** provide a legal basis for the efficient and effective management of public policies and programmes. Section 63(2) of the PFMA provides that the Executive responsible for a public entity under the ownership control of the national or provincial executive must exercise that Executive's ownership control powers to ensure that the public entity complies with the PFMA and the financial policies of the executive.

**2.4 Chapter 5 of the National Treasury Regulations** stipulates that the Accounting Officer of an institution must establish procedures for quarterly reporting to the executive authority, to facilitate effective performance monitoring, evaluation and corrective action.

**2.5 National Treasury** further explains the importance of how monitoring, evaluation and impact assessment is to be undertaken within the national and provincial departments of human settlements.

**2.6 DoRA**, which is enacted annually provides for the equitable division of revenue among the three spheres of government.

**2.7 Housing Act, 1997, as amended:**

- i. **Section 2(1)** of the **Act** states that national, provincial and local spheres of government must:

“...(b) consult meaningfully with individuals and communities affected by housing development”;

“...(l) facilitate active participation of all relevant stakeholders in housing development”.

**ii. Section 3(1)1 of the Act states:**

“...the national government acting through the Minister must, after consultation with every MEC and the national organisation representing municipalities as contemplated in section 163(a) of the Constitution, establish and facilitate a sustainable national housing development process”.

**iii. Section (3)(2) of the Act states that for the purpose of subsection (1) the Minister must: ...**(a) determine national policy, including national norms and standards, in respect of housing development;

(b) set broad national housing development goals and facilitate the setting of provincial and, where appropriate, local government housing development goals in support thereof;

(c) monitor the performance of the national government and, in co-operation with every MEC, the performance of provincial and local governments against human settlements delivery goals and budgetary goals;

(d) assist provinces to develop the administrative capacity required for the effective exercise of their powers and performance of their duties in respect of housing development;

(e) support and strengthen the capacity of municipalities to manage their own affairs, to exercise their powers and perform their duties in respect of housing development.

**iv. Section (3)(4) of the Act states that for the purposes of performing the duties imposed by subsections (1) and (2), the Minister may:**

“...(c) prepare and maintain a multi-year national plan in respect of housing development”;

“...(h) establish and finance national institutions for the purposes of housing development and supervise the execution of their mandates”.

**v. Section 3(7) of the Act states that:**

“Every provincial government and municipality must, in accordance with the procedure determined by the Minister, furnish such reports, returns and other information as the Minister requires for the purposes of this Act.”

vi. **Section 4(i) of the Act** states that the Minister may:

“Evaluate the performance of the human settlements sector against set goals and equitableness and effectiveness requirements.”

vii. **Section 6 of the Act** stipulates that:

(1) The Director General must establish and maintain a national human settlement's data bank (in this section referred to as a “data bank”) and associated therewith, a national human settlements information system (in this section referred to as the “information system”).

(3) For the purposes of subsection (1), the Director-General must-

- as far as possible obtain access to existing sources of information,
- coordinate information required for the purposes of the data bank with other official sources of information; and
- take into account the reasonable needs a provincial governments and municipalities for information regarding human settlements development.

(5) Provincial governments and municipalities must-

- co-operate with the Director-General in performing his or her duties and exercising his or her powers in terms of this subsection;
- support the objectives for which the data bank and information systems have been established; and
- refrain from any act which may prejudice the effective functioning of the data bank and information system.

**2.8 Intergovernmental Relations Framework Act 13 of 2005:** establishes a framework for the national, provincial, and local governments to promote and facilitate intergovernmental relations; to provide for mechanisms and procedures to facilitate the settlement of intergovernmental disputes; and matters connected therewith.

**2.9 Framework for Managing Programme Performance Information (National Treasury: 2007):** mandates that national departments responsible for concurrent functions actively participate in developing systems and structures for collecting performance data across all government levels. This involvement ensures a standardised approach to performance information. Specifically, the National Department of Human Settlements must ensure that the systems and structures

used by provincial departments and municipalities are consistent or compatible, with agreement on the types and definitions of information across the sector.

Additionally, the Framework requires these national departments to support provincial departments in managing performance information, including providing systems training. They must also monitor the performance data from provincial counterparts to evaluate overall service delivery within their sector. The National Treasury suggests that this monitoring should result in a "Statistical Annual" on service delivery by sector, offering a comprehensive overview of sector performance.

- 2.10 Revised Framework for Strategic Plans and Annual Performance Plans: (Department of Planning Monitoring and Evaluation, 2019):** aims to enhance the effectiveness and coherence of government planning and performance monitoring. It provides guidelines for departments to develop clear, realistic, and outcome-focused strategic plans that align with national priorities and the Medium-Term Strategic Framework.
- 2.11 King V Report on Corporate Governance (Institute of Directors in Southern Africa: 2016):** provides a framework for ethical and effective governance, emphasizing transparency, accountability, and sustainability. The report promotes a principle-based approach rather than prescriptive rules, encouraging organisations to adopt governance practices that are suited to their specific contexts and to consider the interests of all stakeholders. It also integrates financial and non-financial reporting to support long-term performance and sustainability.
- 2.12 Generally Accepted Compliance Practice Framework (Compliance Institute of Southern Africa: 2024):** offers a structured approach to ensure organisations comply with laws, regulations, and internal policies. It establishes a compliance governance structure, defining the roles and responsibilities of the board, management, and compliance officers, and outlines the development of a compliance policy and strategy.

### **3. PROBLEM STATEMENT**

3.1 The National Department of Human Settlements has the following gaps:

#### **3.1.1 Information Management Systems:**

- a) Lack of sector-wide information management strategy; individuals will often apply what they regard as correct, resulting in information that is poorly managed and making locating and collaborating on it challenging.
- b) Gaps in Digitizing Information - there is need to incorporate digital technologies into all divisions in order to radically alter how business is done.
- c) Gaps in Automating Processes - if procedures are automated, the department can complete activities more quickly, respond to demands more effectively and efficiently.
- d) Inability to Manage Information Growth — the rapid increase of data created and captured needs to be accommodated.
- e) Gaps in Reducing Information Silos — need of integration of sector information.
- f) Lack of Integration with Legacy Applications and Replacement
- g) Poor Quality of Information that compromises integrity thereof.
- h) Gaps in Regulatory Compliance in information management - operating in a regulated environment, noncompliance matters.
- i) Gaps in Geospatial information management system — remote sensing.
- j) Gaps in Data management and analysis.
- k) Gaps in applying Data science.

#### **3.1.2 Oversight on Entities**

- a) Poor public entity performance planning and outcomes.
- b) Irregular, fruitless and wasteful expenditure by public entities.
- c) Sub-optimal positioning of public entities in relation to regulatory and service delivery requirements of the sector.
- d) Lack of Governance effectiveness and compliance with good governance, principles (King IV Report compliance) and legislation.

#### **3.1.3 Policy Development and Review**

- a) Lack of requisite expertise to assist/support in policy development and review.

#### **3.1.4 Social facilitation**

- a) Poor mechanisms to provide feedback to communities on matters raised.
- b) No coordinated mechanism to fast track the implementation of matters raised by councilors and other members of the community.
- c) Lack of coordinated communication channels.
- d) Lack of community participation and engagement in decision-making.
- e) Lack of sector-wide monitoring tool.
- f) Lack of conflict resolution and mediation, addressing conflicts and tensions within communities.
- g) Building the capacity of local leaders.

#### **3.1.5 Performance Monitoring and Evaluation**

- a) No sector-wide monitoring and evaluation strategy.
- b) Inadequate programmes and projects performance monitoring.
- c) Lack of integrated and aligned sector planning and budgeting.
- d) Gaps in Defining performance indicators.
- e) Gaps in Collection, preparation and interpretation of data.
- f) Inefficient monitoring and evaluation practices and approaches.
- g) Inadequate monitoring and reporting on sector economic contribution with response to the Sector Economic Reconstruction and Recovery Plan.
- h) Lack of Geographic Information Science (GIS) capability.

#### **3.1.6 ICT & Records Management**

- a) No digital transformation strategy.
- b) ICT Strategy and Plans to be reviewed and updated to ensure alignment with changed Macro Structure.
- c) Gaps and non - adherence on the implementation of DPSA Determinations and Directives - Implementation of the Public Service Corporate Governance of Information and Communication Technology Policy Framework).
- d) Gaps and non - adherence on the implementation of DPSA Determinations and Directives – Knowledge and Data Management in the public Service.
- e) Gaps in the design and development of business processes.

- f) Inadequate knowledge and experience to manage the full implementation of Office 365 (Administrator functions) and Azure solution.

### **3.1.7 Legislative Review**

3.1.7.1 Human Settlements sector has over the last 27 years undergone fundamental policy, and structural reforms that needs to be realigned with legislation.

3.1.8 The Department therefore wish to appoint a Panel of Specialists, for a period of thirty-six (36) months, in order to assist the Department in addressing the gaps as outlined.

## **4. REQUIRED EXPERTISE AND SKILLS**

4.1 A Specialist is defined as a collective consisting of more than one professional; working together as a multi-disciplinary team to undertake human settlements projects. It may be either a consortium, or a joint venture, or an individual company specializing in Information Management Systems, Digitisation, Corporate Design and Performance Management, Financial Management, Policy Development and Review, Corporate Governance, Economic Analysis, Forensic Investigations, Social Facilitation, Monitoring and Evaluation or Legislative Drafting. A Specialist must have an overall principal/ leader/ owner. The leader will act as the nodal point between the Department and the Panel of Specialists.

4.2 The Panel of Specialists must prove in-house capacity and experience or demonstrated access to capacity including but not limited to the following expertise:

4.2.1 Governance;

4.2.2 Compliance;

4.2.3 Public entity establishment, merger and disestablishment;

4.2.4 Policy Development and Review;

4.2.5 Chartered Accountancy;

4.2.6 Monitoring & Evaluation;

4.2.7 Economics: Macro and Micro;

4.2.8 Data analytics and data science;

4.2.9 Database administration;

- 4.2.10 Application and software development;
- 4.2.11 Stakeholder Engagement and Social Facilitation;
- 4.2.12 Microsoft Office 365 (Administrator and Azure functions);
- 4.2.13 Development of ICT-related policies and plans based on DPSA determinations and directives;
- 4.2.15 Review and updating of an ICT Strategy and Plans; and
- 4.2.16 Legislative drafting.

## **5. SCOPE OF WORK**

Scope of work will be outlined in Service Level Agreement for each assignment where specialist skills from Panel is required.

## **6. PERFORMANCE MANAGEMENT**

- 6.1 The performance of service providers will be monitored by Supply Chain Management and Project Manager.
- 6.2 The reporting arrangements, deliverables and performance expectations will be detailed in the Service Level Agreement (SLA) to be completed for each assignment. The successful service provider shall be expected to always report to the Department when required to do so.

## **7. Intellectual Property Rights**

- 7.1 The Department retains all intellectual property rights to the work produced by the appointed service provider for each assignment. This includes, but is not limited to, any reports, processes, software, and documentation created during the course of the engagement.

## **8. BID SUBMISSION REQUIREMENTS**

- 8.1 The bidder has to submit a bid response documentation pack and it must be delivered at the correct physical or postal address and within the stipulated date and time as

specified in the “Invitation to Bid” cover page, and the bidders are expected to submit the following:

- One original technical proposal.
- USB containing a true copy of the technical proposal.
- All documents must be submitted in an MS Office-compatible format.

8.2 The proposal must contain the following:

- 8.2.1 A copy of the Central Supplier Database (CSD) report for confirming registration on CSD and Tax Compliant Status.
- 8.2.2 Brief Curriculum Vitae of the team members who will be assigned to perform the specified assignments, highlighting qualifications and experience relevant to this project.
- 8.2.3 **Indication of specialising area (example: “Policy Development and Review Specialist”)**, and a summary of relevant work experience undertaken with a verifiable list and signed testimonials on an official letter.
- 8.2.4 For Chartered Accountant: Letter confirming registration of team leader with South African Institute of Chartered Accountants as Chartered Accountant, not older than 12 months and certified within the past 6 months, as well as copy of Identity Document of team leader, certified within the past 6 months, is mandatory.
- 8.2.5 For Compliance Specialist: Letter confirming registration of team leader with the Compliance Institute of South Africa, not older than 12 months and certified within the past 6 months, as well as copy of Identity Document of Compliance Specialist (team leader), certified within the past 6 months, is mandatory.
- 8.2.6 For Legal Drafting Specialist: Letter confirming registration of team leader with Legal Practice Council, not older than 12 months and certified within the past 6 months, as well as copy of Identity Document, certified within the past 6 months, is mandatory.
- 8.2.7 For Specialist in Microsoft Office 365, certified copy of Microsoft 365: Enterprise Administrator Expert certification, not older than 12 months and certified within the past 6 months, as well as copy of Identity Document of Microsoft 365: Enterprise Administrator Expert (Team Leader), is mandatory.

- 8.2.9 For Specialist in Azure, certified copy of Microsoft Azure certification: Administrator Associate, not older than 12 months and certified within the past 6 months, as well as copy of Identity Document of Microsoft Azure certification: Administrator Associate (Team Leader), is mandatory.
- 8.2.10 For GISc Technologist, letter confirming registration of team leader with the South African Council for Natural Scientific Professions (SACNASP) or Council for Geomatics as a Geospatial Science Technologist or GIS Technologist, not older than 12 months and certified within the past 6 months, as well as copy of Identity Document of the GISc Technologist (team leader), certified within the past 3 months, is mandatory.
- 8.2.11 An organogram or list of members, indicating names and reporting lines.
- 8.2.12 A comprehensive proposal that describes how the assignment will be carried out.
- 8.3 Confidentiality must be maintained at all times.

#### **8.4 Procurement**

- 8.4.1 The appointment to the panel will be for a period not exceeding 36 months (3 years) from the date of appointment.
- 8.4.2 The duration of the service requirement will be as per Request for Quotation (RQF).
- 8.4.3 The Departmental procurement system applies. All necessary forms are to be attached to the proposals. The Department reserves the right to deviate from procedures to conduct interviews with shortlisted service providers.
- 8.4.4 The proposals are to be presented on the prescribed format as per the bid forms. All proposals are to be accompanied by a valid and original Tax Clearance Certificate upon closing date of the proposals. A resolution taken by the Department regarding the acceptance or non-acceptance of a proposal, if any, shall be final.
- 8.4.5 The award of the contract will be made subject to the successful service provider entering into a formal agreement with the Department; and
- 8.4.6 Successful service provider will be placed on the Departmental Panel of Specialists.

8.4.7 Appointment to the panel does not guarantee any payment or assignment of work. Request for Proposal methodology will be applied for assignment of work. Payments will be made in accordance with milestone achievements as outlined in the Service Level Agreement.

## 9. BID EVALUATION PROCESS

9.1 The following method of evaluation will be used:

- a) An evaluation panel will be established by the department, made up of members of the Bid Evaluation Committee.
- b) Bids will be evaluated strictly according to the bid evaluation criteria set out below.
- c) Evaluation will be conducted in three phases:

## 10. BID EVALUATION STAGES

10.1 The bid evaluation process consists of several phases that are applicable according to the nature of the bid as defined in the table below.

| Phases  | Bid Evaluation Criteria Description           | Applicable for this bid |
|---------|-----------------------------------------------|-------------------------|
| Phase 1 | Administrative Pre-qualification requirements | YES                     |
| Phase 2 | Technical Mandatory Requirements              | YES                     |
| Phase 3 | Evaluation on functionality                   | YES                     |

**N.B The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

### PHASE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

The bidder **must comply** with ALL the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if the department is unable to verify whether the pre-qualification requirements are met, then department reserves the right to –

- (i) Reject the bid and not evaluate it, or
- (ii) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

All bids will be measured against the administrative pre-qualification requirements. Only bids that comply with the criteria mentioned below will be considered for further evaluation:

- (i) The Service providers must be registered with the Central Supplier Database (please attach recent (CSD) report /proof with the company's unique number and M number).
- (ii) Provide Tax Compliance status- Pin issued by SARS.
- (iii) Completed and Signed Standard Bidding Documents (SBD forms).

In addition to the requirements listed above, the service provider will be processing personal information on behalf of the DHS, as a result, the service provider needs to demonstrate that it complies with Protection of Personal Information Act, 4 of 2013 ("POPIA"). The service provider must complete the Operator Checklist and provide all necessary information, which will then be assessed by the DHS. The appointment of the service provider is conditional upon demonstrating compliance with POPIA.

## **PHASE 2: TECHNICAL MANDATORY REQUIREMENTS**

This requirement is only applicable where there is a legislated requirement for the bidder to have the required documents and provide evidence of registration with special bodies e,g Security Service bid it's a legislated requirement that the company be registered with PSIRA.

- a) It is a mandatory requirement for Chartered Accountant Specialist to Chartered Accountant qualification and be registered with the South African Institute of Chartered Accountants (SAICA).
- b) It is a mandatory requirement for Compliance Specialist to be registered as a member with Compliance Institute of South Africa.
- c) It is mandatory for Legal Drafting Specialist to be registered with Legal Profession Council.
- d) It is mandatory for the Microsoft Office 365 Specialist to have Enterprise Administrator Expert certification,
- e) It is mandatory for Azure Specialist to have Microsoft Administrator Associate certification,
- f) For GISc Technologist, it is mandatory to be registered as a Geospatial Science Technologist or GIS Technologist with Natural Scientific Professions (SACNASP) or Council for Geomatics.

### **PHASE 3: EVALUATION ON FUNCTIONALITY**

- a. An evaluation panel will be established by the department, made up of members of the Bid Evaluation Committee. Bids will be evaluated strictly according to the bid evaluation criteria set out below.
- b. A minimum threshold of **70%** for the technical elements must be scored; otherwise the bid will be regarded as non-responsive and be disqualified. Bids that do not meet or better the technical threshold score of 70% will not be evaluated further.
- c. Each Service provider's technical proposal will be evaluated as per the criteria below with respect to evaluation matrix, prospective service bidders will be rated according to the scoring guide. In order to ensure meaningful participation and effective comparison, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

| CRITERIA                          | SUB- CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Scoring-Scale                                                                                                                                                                                                             | Maximum Score | Weight |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------|
| Level of experience and expertise | <p>Relevant experience of the proposed Team Leader in the areas outlined below:</p> <p><b><u>Policy Development and Review Specialist:</u></b><br/><b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of human settlements policies and legislation, ability to undertake research on jurisprudence, provide legal interpretation against existing legislation, and draft reports based on recommendations.</li> <li>• Knowledge of human settlements policies, ability to undertake research on policy compliance, provide policy advice against existing human settlements policies and programme interventions and ability to draft reports based on findings, and also the ability to write professionally and articulate matters cogently and credibly.</li> <li>• Extensive experience in housing human settlements programme, experience in handling accreditation of housing functions, understanding of the rationale on powers and</li> </ul> | <p><b><u>Policy Development and Review Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years (16 points)<br/> 5-7 years (12 points)<br/> 2-4 years (8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> | 20            | 45     |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                          |  |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <p>functions of various spheres of government, project management, audits, costing, understanding the organisational structures, operations and financing of the public service, extensive experience in local government management environment, and local government policies and legislation.</p>                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                          |  |  |
|  | <p><b><u>Stakeholder Engagements and Social Facilitation Specialist:</u></b><br/> <b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• <b>Community Engagement:</b> Experience in working directly with diverse communities. This involves understanding local dynamics, cultures, and socio-economic factors. Facilitators should have a proven track record of building trust and fostering collaboration among community members, local leaders, and stakeholders.</li> <li>• <b>Communication Skills:</b> Excellent verbal and written communication skills. Facilitator must be adept at conveying information clearly, preparing reports, and</li> </ul> | <p><b><u>Stakeholder Engagements and Social Facilitation Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|  | <p>engaging with various audiences, including community members, government officials and councillors.</p> <ul style="list-style-type: none"> <li>• <b>Knowledge of Policy and Regulation -</b> Understanding the policies, regulations, and legal frameworks related to human settlements. Advocating for community needs and ensuring compliance with relevant laws.</li> <li>• <b>Conflict Resolution:</b> The ability to mediate disputes and address conflicts effectively. Experience in resolving issues within community settings, handling disagreements, and finding mutually acceptable solutions. Demonstrate the capacity to maintain harmony and progress in development projects.</li> <li>• <b>Project Management:</b> Hands-on experience in planning, coordinating, and executing projects from conception to completion.</li> <li>• <b>Capacity Building:</b> Experience in training and</li> </ul> |  |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                       |  |  |
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|  | empowering community members, conducting workshops and mentoring individuals or groups to build their skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                       |  |  |
|  | <p><b><u>Specialist GISc Technologist</u></b><br/> <b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Data collection, capture and processing</li> <li>• Spatial data manipulation</li> <li>• Map production</li> <li>• Spatial information management, manipulation and recovery</li> <li>• Databases and spatial data</li> <li>• Spatial data quality assessment and error management</li> <li>• Spatial statistics, Interpolation and analysis. project management</li> <li>• Remote sensing and Image Processing</li> <li>• GIS programming and automation skills</li> <li>• SQL Server or PostgreSQL experience</li> <li>• Photogrammetric Compilation</li> <li>• Image Processing</li> </ul> <p><b><u>Compliance Specialist:</u></b><br/> <b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Practical experience with regulatory requirements in public sector,</li> </ul> | <p><b><u>Specialist GISc Technologist</u></b></p> <p>10+ years (20 points)<br/> 8-9 years (16 points)<br/> 5-7 years (12 points)<br/> 2-4 years (8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> <p><b><u>Compliance Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years (16 points)<br/> 5-7 years (12 points)<br/> 0-4 years (0 points)</p> |  |  |

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|  | <p>including public entities, compliance risk assessment, compliance auditing, ethics</p> <ul style="list-style-type: none"> <li>• Ability to develop and implement compliance programs.</li> <li>• Compliance Management Experience. Presentation, Facilitation, Project Management, Policy Development, Communication and ability to interpret compliance obligations.</li> </ul> |                                                                                                                                                                                                   |  |  |
|  | <p><b><u>Governance Specialist:</u></b><br/><b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Practical experience with governance in public sector, including public entities, board governance and corporate policies.</li> </ul>                                                                                                                  | <p><b><u>Governance Specialist:</u></b></p> <p>10+ years (20 points)<br/>8-9 years(16 points)<br/>5-7 years(12 points)<br/>0-4 years (0 points)</p>                                               |  |  |
|  | <p><b><u>Public entity establishment, merger and disestablishment Specialist:</u></b><br/><b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Practical experience with public entities, particularly the writing of business cases, restructuring plans, performance evaluation, financial</li> </ul>                                                 | <p><b><u>Public entity establishment, merger and disestablishment Specialist:</u></b></p> <p>10+ years (20 points)<br/>8-9 years(16 points)<br/>5-7 years(12 points)<br/>0-4 years (0 points)</p> |  |  |

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|  | modelling,<br>corporate design,<br>due diligence and<br>consolidation.                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                        |  |  |
|  | <b><u>Chartered Accountancy Specialist:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b><u>Chartered Accountancy Specialist:</u></b>                                                                                        |  |  |
|  | <b><u>Experience and Skills</u></b> <ul style="list-style-type: none"> <li>• Practical experience with preparation of financial statements and integrated financial reporting for institutions in the public sector, including public entities in compliance with Generally Recognised Accounting Principles.</li> <li>• Practical experience with International Financial Reporting Standards and the Public Finance Management Act, 1999 (Act No. 1 of 1999, as amended).</li> </ul> | 10+ years (20 points)<br>8-9 years(16 points)<br>5-7 years(12 points)<br>0-4 years (0 points)                                          |  |  |
|  | <b><u>Economics, Macro and Micro Specialist:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b><u>Economics, Macro and Micro Specialist:</u></b>                                                                                   |  |  |
|  | <b><u>Experience and Skills</u></b> <ul style="list-style-type: none"> <li>• Knowledge of human settlements policies.</li> <li>• Legislation in South Africa, as well as the impact of socio-economic variables on supply and demand of human settlements sector.</li> </ul>                                                                                                                                                                                                           | 10+ years (20 points)<br>8-9 years(16 points)<br>5-7 years(12 points)<br>2-4 years(8 points)<br>1 year (4 points)<br>0 year (0 points) |  |  |

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|  | <ul style="list-style-type: none"> <li>• Practical experience in undertaking economic research, economic modelling and forecasting relating to variables, such as building cost inflation, interest rates, labour cost, material cost, land cost, job creation and supply and demand for housing,</li> <li>• Housing project viability and make recommendations relating to regulatory fees, grants, subsidies, finance and related measures to address market failures.</li> </ul> |                                                                                                                                                                                                                    |  |  |
|  | <p><b><u>Monitoring and Evaluation Specialist:</u></b><br/><b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience with Human Settlements Policies, Monitoring, Evaluation and Impact Assessment (MEIA) Framework, Government-wide Monitoring and Evaluation and experience in human settlements programme.</li> <li>• Advanced knowledge and experience with MS Excel.</li> <li>• Knowledge and experience with</li> </ul>       | <p><b><u>Monitoring and Evaluation Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |  |

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|  | <p>statistical analysis packages like SPSS; and</p> <ul style="list-style-type: none"> <li>Experience in Programme Evaluation, data management, research and strong report writing skills.</li> </ul> <p><b><u>Data Analytics Specialist:</u></b></p> <p><b><u>Experience and Skills</u></b></p> <p><b><u>Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>SQL for data manipulation and analysis,</li> <li>Power BI for data visualization;</li> <li>Statistical methods and tools to interpret data accurately;</li> <li>Pre-processing and cleaning data to improve accuracy and reliability;</li> <li>Big data technologies &amp; tools for handling large dataset;</li> <li>Machine learning to build algorithms and predictive models.</li> <li>Proven hands-on experience with big data projects and data analytics.</li> </ul> <p><b><u>Analytical Skills:</u></b></p> <ul style="list-style-type: none"> <li>Problem Solving to identify trends and create insight based on data, Critical thinking to evaluate data and methodologies</li> </ul> |                                                                                                                                                                                                         |  |  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b><u>Data Analytics Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |  |

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|  | <p>that will be utilized to achieve solid analysis and attention to detail to improve accuracy in data analysis and reporting. Critical thinking to evaluate data and methodologies for robust data analyst.</p> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>Effective communication to ensure that outcomes of data analysis is communicated via reports and presentations to relevant stakeholders, Collaboration to engage cross functional teams, understating of business needs, business process, business objective and translation thereof to data drive solutions.</li> </ul> <p><b><u>Database Specialist Administrator (SQL)</u></b><br/><b><u>Experience and Skills</u></b></p> <p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>Advance experience in SQL, including database querying and management;</li> <li>Database design and modelling, performance optimization (indexing, query optimization, resource management);</li> <li>Security, backup and recovery</li> </ul> |                                                                                                                                                                                                                 |  |  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b><u>Database Specialist Administrator (SQL)</u></b></p> <p>10+ years (20 points)<br/>8-9 years(16 points)<br/>5-7 years(12 points)<br/>2-4 years(8 points)<br/>1 year (4 points)<br/>0 year (0 points)</p> |  |  |

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|  | <p>functions and procedures related to data integrity, availability and security measures;</p> <ul style="list-style-type: none"> <li>• Windows Server operating system.</li> <li>• Hands on experience in data engineering, IT Support or system administration.</li> </ul> <p><b>Analytical Skills:</b></p> <ul style="list-style-type: none"> <li>• Problem solving by identifying and resolving database issues, Capacity Planning by determine future database storage requirements, Monitoring and Reporting by tracking performance and reporting on optimal usage.</li> </ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>• Effective communication with stakeholders, explaining technical concepts in a non-technical language and understanding of needs; Attention to detail; Collaboration with relevant stakeholders.</li> </ul> <p><b><u>Application/Software Development Specialist:</u></b><br/><b><u>Experience and Skills</u></b></p> <p><b>Technical Skills</b><br/>Proficiency in:</p> <ul style="list-style-type: none"> <li>• Programming languages like Python, Java,</li> </ul> |  |                                                                                                                         |  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | <p><b><u>Application/Software Development Specialist:</u></b></p> <p>10+ years (20 points)<br/>8-9 years(16 points)</p> |  |

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|  | <p>C++, JavaScript, and C#;</p> <ul style="list-style-type: none"> <li>• Object orientational and functional programming;</li> <li>• Version control;</li> <li>• Database management (SQL);</li> <li>• Web and Mobile development (HTML, CSS, and JavaScript frameworks and platforms like Android and iOS);</li> <li>• Cloud Computing – services like AWS, Azure;</li> <li>• Development operations – understanding CI/CD pipelines, containers, and orchestration;</li> <li>• Software testing by writing and executing unit tests, integration testing based on a testing framework.</li> <li>• Hands on experience in building and contributing to implemented and utilized web and mobile applications.</li> </ul> <p><b>Problem Solving:</b></p> <ul style="list-style-type: none"> <li>• With a focus on data structures and algorithms to optimize code performance, debugging and system design to ensure scalable and efficient systems.</li> </ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>• Clear communication with role players; understanding</li> </ul> | <p>5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |  |
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|  | <p>requirements and explaining technical concepts in a no technical language; working effectively in team environment by applying agile methodologies; innovative and outside the box thinking to solve problems; prioritization and planning of tasks.</p> <p><b><u>Specialist In Microsoft Office 365 Administrator Experience and Skills</u></b></p> <p><b>Technical Skills Office 365</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of Office 365 services and applications (Exchange Online, SharePoint Online and Teams);</li> <li>• User Management – user identities and credentials, creating and administration of user accounts, groups and permissions;</li> <li>• Email Management by configuration and maintaining mailboxes, security settings;</li> <li>• Compliance and Security implementation and managements (data loss prevention, eDiscovery and retention policies);</li> <li>• Troubleshooting applying different tools;</li> </ul> |                                                                                                                                                                                                                 |  |  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b><u>Specialist In Microsoft Office 365</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |  |

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|  | <ul style="list-style-type: none"> <li>• Written and verbal communications with users and stakeholders.</li> <li>• Hands on experience on the administration, management of Microsoft 365 environments.</li> </ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>• Capacity to trouble shoot and resolve technical issues independently and within agreed timeframes (problem solving); Accurate configurations by paying attention to details; collaborate effective with IT Teams, developers and other role players.</li> </ul> <p><b><u>Specialist In Microsoft Azure Administrator</u></b><br/>Experience and Skills</p> <p><b>Azure</b></p> <ul style="list-style-type: none"> <li>• Understanding of services, workloads, security and governance;</li> <li>• Managing virtual networks, storage solutions; compute resource (virtual machines, containers etc.), identify and access;</li> <li>• Automation by using PowerShell, Azure CLI, and Azure Resource Manager templates;</li> <li>• Monitoring and maintenance of</li> </ul> |                                                                                                                                                                                                                     |  |  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b><u>Specialist In Microsoft Azure Administrator</u></b></p> <p>10+ years (20 points)<br/>8-9 years(16 points)<br/>5-7 years(12 points)<br/>2-4 years(8 points)<br/>1 year (4 points)<br/>0 year (0 points)</p> |  |  |

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|  | <p>resources, backups and disaster recovery.</p> <ul style="list-style-type: none"> <li>Hands on experience on the administration, management of Azure environment.</li> </ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>Capacity to trouble shoot and resolve technical issues independently and within agreed timeframes (problem solving); Accurate configurations by paying attention to details; collaborate effective with IT Teams, developers and other role players.</li> </ul> <p><b>Specialist In Development Of Digital Transformation Strategy; Review &amp; Updating Of ICT Strategy and Plans, Including Development And Updating Of Relevant Policies as Prescribed By DPSA:</b></p> <p><u>Experience and Skills</u></p> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>Knowledge of current and emerging ICT Technologies and related applications / systems;</li> <li>Conduct Data analyses that will inform policy decisions and</li> </ul> | <p><b>Specialist In Development Of Digital Transformation Strategy; Review &amp; Updating Of ICT Strategy and Plans, Including Development And Updating Of Relevant Policies as Prescribed By DPSA:</b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |  |
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|  | <p>strategy development;</p> <ul style="list-style-type: none"> <li>• Awareness and understanding of cybersecurity principles and practices to ensure policies addresses security concerns;</li> <li>• Policy development aligned / based on DPSA instructions;</li> <li>• Hands on experience in the development of ICT Strategies, policies in relation to guidelines / directives from DPSA.</li> </ul> <p><b>Analytical Skills:</b></p> <ul style="list-style-type: none"> <li>• Policy evaluation to assess the impact of existing policies and strategies before changing or developing new policies; Problem solving to identify issues and to develop required solutions related to ICT and ability to conduct research and analysis of trends that will inform changes to existing policies and development of new policies.</li> </ul> <p><b>Strategic Skills:</b></p> <ul style="list-style-type: none"> <li>• Development / review the vision of ICT and its role in achieving business goals in relation to the ICT Strategy and digital transformation policy</li> </ul> |  |  |  |
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|  | <p>development / redesign;<br/>development of short / medium and long term plans (ICT Strategy incorporating digital transformation) aligned with business objectives; collaborating with stakeholders of the National Department; ability to redesign business processes to leverage digital technologies and expertise in managing changed and to create a culture of innovation,</p> <p><b>Analytical Skills:</b></p> <ul style="list-style-type: none"> <li>• Problem solving by identifying challenges and opportunities for the development of effective solutions, development / establishment / tracking of key performance indicators to measure success of ICT Strategy &amp; Plans as well as digital transformation strategy.</li> </ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>• Communication to articulated ICT policies, strategies and plans to various role players, flexibility related to an ever-changing ICT environment and</li> </ul> |  |  |  |
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|  | <p>ability to collaborate across functional teams.</p> <p><b><u>Legislative Drafting Specialist:</u></b><br/><b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Legislative review</li> <li>• Legislative drafting</li> <li>• Drafting rules and style</li> <li>• Legal research</li> <li>• Regulations drafting</li> <li>• Report writing</li> </ul>                                                                                                                                                                                                                                                                                            | <p><b><u>Legislative Drafting Specialist:</u></b></p> <p>10+ years (20 points)<br/>8-9 years (16 points)<br/>5-7 years (12 points)<br/>2-4 years (8 points)<br/>1 year (4 points)<br/>0 year (0 points)</p>          |    |  |
|  | <p>Relevant experience of the proposed Team Collectively (Excluding the Team Leader) in the areas outlined below:</p> <p><b><u>Policy Development and Review Specialist:</u></b><br/><b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of human settlements policies and legislation, ability to undertake research on jurisprudence, provide legal interpretation against existing legislation, and draft reports based on recommendations.</li> <li>• Knowledge of human settlements policies, ability to undertake research on policy compliance, provide policy advise against existing human settlements policies and</li> </ul> | <p><b><u>Policy Development and Review Specialist:</u></b></p> <p>10+ years (20 points)<br/>8-9 years (16 points)<br/>5-7 years (12 points)<br/>2-4 years (8 points)<br/>1 year (4 points)<br/>0 year (0 points)</p> | 15 |  |

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|  | <p>programme interventions and ability to draft reports based on findings, and also the ability to write professionally and articulate matters cogently and credibly.</p> <ul style="list-style-type: none"> <li>• Extensive experience in housing human settlements programme, experience in handling accreditation of housing functions, understanding of the rationale on powers and functions of various spheres of government, project management, audits, costing, understanding the organisational structures, operations and financing of the public service, extensive experience in local government management environment, and local government policies and legislation.</li> </ul> |                                                                                                                                                                                                                                     |  |
|  | <p><b><u>Stakeholder Engagements and Social Facilitation Specialist:</u></b><br/><b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• <b>Community Engagement:</b> Experience in working directly with diverse communities. This involves understanding local dynamics,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   | <p><b><u>Stakeholder Engagements and Social Facilitation Specialist:</u></b></p> <p>10+ years (20 points)<br/>8-9 years(16 points)<br/>5-7 years(12 points)<br/>2-4 years(8 points)<br/>1 year (4 points)<br/>0 year (0 points)</p> |  |

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|  | <p>cultures, and socio-economic factors. Facilitators should have a proven track record of building trust and fostering collaboration among community members, local leaders, and stakeholders.</p> <ul style="list-style-type: none"> <li>• <b>Communication Skills:</b> Excellent verbal and written communication skills. Facilitator must be adept at conveying information clearly, preparing reports, and engaging with various audiences, including community members, government officials and councillors.</li> <li>• <b>Knowledge of Policy and Regulation -</b> Understanding the policies, regulations, and legal frameworks related to human settlements. Advocating for community needs and ensuring compliance with relevant laws.</li> <li>• <b>Conflict Resolution:</b> The ability to mediate disputes and address conflicts effectively. Experience in resolving issues within community settings, handling disagreements, and finding mutually</li> </ul> |  |  |
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|  | <p>acceptable solutions.<br/>Demonstrate the capacity to maintain harmony and progress in development projects.</p> <ul style="list-style-type: none"> <li>• <b>Project Management:</b><br/>Hands-on experience in planning, coordinating, and executing projects from conception to completion.</li> <li>• <b>Capacity Building:</b><br/>Experience in training and empowering community members, conducting workshops and mentoring individuals or groups to build their skills.</li> </ul>                 |                                                                                                                                                                                                      |  |
|  | <p><b><u>Specialist GISc Technologist</u></b><br/><b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Data collection, capture and processing</li> <li>• Spatial data manipulation</li> <li>• Map production</li> <li>• Spatial information management, manipulation and recovery</li> <li>• Databases and spatial data</li> <li>• Spatial data quality assessment and error management</li> <li>• Spatial statistics, Interpolation and analysis. project management</li> </ul> | <p><b><u>Specialist GISc Technologist</u></b></p> <p>10+ years (20 points)<br/>8-9 years(16 points)<br/>5-7 years(12 points)<br/>2-4 years(8 points)<br/>1 year (4 points)<br/>0 year (0 points)</p> |  |

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|  | <ul style="list-style-type: none"> <li>• Remote sensing and Image Processing</li> <li>• GIS programming and automation skills</li> <li>• SQL Server or PostgreSQL experience</li> <li>• Photogrammetric Compilation</li> <li>• Image Processing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                         |  |
|  | <p><b><u>Compliance Specialist:</u></b><br/><b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Practical experience with regulatory requirements in public sector, including public entities, compliance risk assessment, compliance auditing, ethics</li> <li>• ability to develop and implement compliance programs.</li> <li>• Presentation, Facilitation, Project Management, Policy Development, Communication and ability to interpret compliance obligations.</li> </ul> <p><b><u>Governance Specialist:</u></b><br/><b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Practical experience with governance in public sector, including public entities, board governance and corporate policies.</li> </ul> | <p><b><u>Compliance Specialist:</u></b></p> <p>10+ years (20 points)<br/>8-9 years (16 points)<br/>5-7 years (12 points)<br/>0-4 years (0 points)</p> <p><b><u>Governance Specialist:</u></b></p> <p>10+ years (20 points)<br/>8-9 years (16 points)<br/>5-7 years (12 points)<br/>2-4 years (8 points)<br/>1 year (4 points)<br/>0 year (0 points)</p> |  |

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| <p><b><u>Public entity establishment, merger and disestablishment Specialist:</u></b><br/> <b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Practical experience with public entities, particularly the writing of business cases, restructuring plans, performance evaluation, financial modelling, corporate design, due diligence and consolidation.</li> </ul> <p><b><u>Chartered Accountancy Specialist:</u></b><br/> <b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Practical experience with preparation of financial statements and integrated financial reporting for institutions in the public sector, including public entities in compliance with Generally Recognised Accounting Principles.</li> <li>• Practical experience with International Financial Reporting Standards and the Public Finance Management Act, 1999 (Act No. 1 of 1999, as amended).</li> </ul> <p><b><u>Economics, Macro and Micro Specialist:</u></b><br/> <b><u>Experience and Skills</u></b></p> | <p><b><u>Public entity establishment, merger and disestablishment Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> <p><b><u>Chartered Accountancy Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |
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|  | <ul style="list-style-type: none"> <li>• Knowledge of human settlements policies.</li> <li>• Legislation in South Africa, as well as the impact of socio-economic variables on supply and demand of human settlements sector.</li> <li>• Practical experience in undertaking economic research, economic modelling and forecasting relating to variables, such as building cost inflation, interest rates, labour cost, material cost, land cost, job creation, supply and demand for housing,</li> <li>• Housing project viability and make recommendations relating to regulatory fees, grants, subsidies, finance and related measures to address market failures.</li> </ul> | <p><b><u>Economics, Macro and Micro Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |
|  | <p><b><u>Monitoring and Evaluation Specialist:</u></b><br/> <b><u>Experience and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience with Human Settlements Policies, Monitoring, Evaluation and Impact Assessment (MEIA) Framework, Government-wide</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 | <p><b><u>Monitoring and Evaluation Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p>  |  |

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|  | <p>Monitoring and Evaluation and experience in human settlements programme.</p> <ul style="list-style-type: none"> <li>• Advanced knowledge and experience with MS Excel.</li> <li>• Knowledge and experience with statistical analysis packages like SPSS; and</li> <li>• Experience in Programme Evaluation, data management, research and strong report writing skills.</li> </ul>                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                         |  |
|  | <p><b><u>Data Analytics Specialist:</u></b></p> <p><b><u>Experience and Skills</u></b></p> <p><b><u>Technical Skills</u></b></p> <ul style="list-style-type: none"> <li>• SQL for data manipulation and analysis;</li> <li>• Power BI for data visualization;</li> <li>• Statistical methods and tools to interpret data accurately;</li> <li>• Pre-processing and cleaning data to improve accuracy and reliability;</li> <li>• Big data technologies &amp; tools for handling large dataset;</li> <li>• Machine learning to build algorithms and predictive models.</li> <li>• Proven hands-on experience with big data projects and data analytics.</li> </ul> | <p><b><u>Data Analytics Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |

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|  | <p><b>Analytical Skills:</b></p> <ul style="list-style-type: none"> <li>• Problem Solving to identify trends and create insight based on data, Critical thinking to evaluate data and methodologies that will be utilized to achieve solid analysis and attention to detail to improve accuracy in data analysis and reporting. Critical thinking to evaluate data and methodologies for robust data analyst.</li> </ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>• Effective communication to ensure that outcomes of data analysis is communicated via reports and presentations to relevant stakeholders, Collaboration to engage cross functional teams, understating of business needs, business process, business objective and translation thereof to data drive solutions.</li> </ul> <p><b><u>Database Specialist Administrator (SQL)</u></b><br/><b><u>Experience and Skills</u></b></p> <p><b>Technical Skills:</b></p> <ul style="list-style-type: none"> <li>• Advance experience in SQL, including database querying and management;</li> <li>• Database design and modelling,</li> </ul> | <p><b><u>Database Specialist Administrator (SQL)</u></b></p> <p>10+ years (20 points)<br/>8-9 years(16 points)<br/>5-7 years(12 points)</p> |  |
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|  | <p>performance optimization (indexing, query optimization, resource management);</p> <ul style="list-style-type: none"> <li>• Security, backup and recovery functions and procedures related to data integrity, availability and security measures;</li> <li>• Windows Server operating system.</li> <li>• Hands on experience in data engineering, IT Support or system administration.</li> </ul> <p><b>Analytical Skills:</b></p> <ul style="list-style-type: none"> <li>• Problem solving by identifying and resolving database issues, Capacity Planning by determine future database storage requirements, Monitoring and Reporting by tracking performance and reporting on optimal usage.</li> </ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>• Effective communication with stakeholders, explaining technical concepts in a non-technical language and understanding of needs; Attention to detail; Collaboration with relevant stakeholders.</li> </ul> <p><u><b>Application/Software Development Specialist:</b></u><br/><u><b>Experience and Skills</b></u></p> | <p>2-4 years(8 points)<br/>1 year (4 points)<br/>0 year (0 points)</p> |  |
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|  | <p><b>Technical Skills</b><br/>Proficiency in:</p> <ul style="list-style-type: none"> <li>• Programming languages like Python, Java, C++, JavaScript, and C#;</li> <li>• Object orientational and functional programming;</li> <li>• Version control;</li> <li>• Database management (SQL);</li> <li>• Web and Mobile development (HTML, CSS, and JavaScript frameworks and platforms like Android and iOS);</li> <li>• Cloud Computing – services like AWS, Azure;</li> <li>• Development operations – understanding CI/CD pipelines, containers, and orchestration;</li> <li>• Software testing by writing and executing unit tests, integration testing based on a testing framework.</li> <li>• Hands on experience in building and contributing to implemented and utilized web and mobile applications.</li> </ul> <p><b>Problem Solving:</b></p> <ul style="list-style-type: none"> <li>• With a focus on data structures and algorithms to optimize code performance, debugging and system design to ensure scalable and efficient systems.</li> </ul> | <p><b><u>Application/Software Development Specialist:</u></b></p> <p>10+ years (20 points)<br/>8-9 years (16 points)<br/>5-7 years (12 points)<br/>2-4 years (8 points)<br/>1 year (4 points)<br/>0 year (0 points)</p> |  |
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|  | <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>• Clear communication with role players; understanding requirements and explaining technical concepts in a no technical language; working effectively in team environment by applying agile methodologies; innovative and outside the box thinking to solve problems; prioritization and planning of tasks.</li> </ul> <p><b><u>Specialist In Microsoft Office 365 Administrator</u></b><br/> <b><u>Experience and Skills</u></b></p> <p><b>Technical Skills</b><br/> <b>Office 365</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of Office 365 services and applications (Exchange Online, SharePoint Online and Teams);</li> <li>• User Management – user identities and credentials, creating and administration of user accounts, groups and permissions;</li> <li>• Email Management by configuration and maintaining mailboxes, security settings;</li> <li>• Compliance and Security implementation and managements (data loss prevention,</li> </ul> | <p><b><u>Specialist In Microsoft Office 365</u></b></p> <ul style="list-style-type: none"> <li>10+ years (20 points)</li> <li>8-9 years(16 points)</li> <li>5-7 years(12 points)</li> <li>2-4 years(8 points)</li> <li>1 year (4 points)</li> <li>0 year (0 points)</li> </ul> |  |
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|  | <p>eDiscovery and retention policies;</p> <ul style="list-style-type: none"> <li>• Troubleshooting applying different tools;</li> <li>• Written and verbal communications with users and stakeholders.</li> <li>• Hands on experience on the administration, management of Microsoft 365 environments.</li> </ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>• Capacity to trouble shoot and resolve technical issues independently and within agreed timeframes (problem solving); Accurate configurations by paying attention to details; collaborate effective with IT Teams, developers and other role players.</li> </ul> <p><b><u>Specialist In Microsoft Azure Administrator Experience and Skills</u></b></p> <p><b>Azure</b></p> <ul style="list-style-type: none"> <li>• Understanding of services, workloads, security and governance;</li> <li>• Managing virtual networks, storage solutions; compute resource (virtual machines, containers etc.), identify and access;</li> <li>• Automation by using PowerShell, Azure CLI, and</li> </ul> |                                                                                                                                                                                                                          |  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b><u>Specialist In Microsoft Azure Administrator</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |

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|  | <p>Azure Resource Manager templates;</p> <ul style="list-style-type: none"> <li>Monitoring and maintenance of resources, backups and disaster recovery.</li> <li>Hands on experience on the administration, management of Azure environment.</li> </ul> <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>Capacity to trouble shoot and resolve technical issues independently and within agreed timeframes (problem solving); Accurate configurations by paying attention to details; collaborate effective with IT Teams, developers and other role players.</li> </ul> | <p><b>Specialist In Development Of Digital Transformation Strategy; Review &amp; Updating Of ICT Strategy and Plans, Including Development And Updating Of Relevant Polices as Prescribed By DPSA:</b></p> <p><u>Experience and Skills</u></p> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>Knowledge of current and emerging ICT</li> </ul> | <p><b>Specialist In Development Of Digital Transformation Strategy; Review &amp; Updating Of ICT Strategy and Plans, Including Development And Updating Of Relevant Polices as Prescribed By DPSA:</b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |
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|  | <p>Technologies and related applications / systems;</p> <ul style="list-style-type: none"> <li>• Conduct Data analyses that will inform policy decisions and strategy development;</li> <li>• Awareness and understanding of cybersecurity principles and practices to ensure policies addresses security concerns;</li> <li>• Policy development aligned / based on DPSA instructions;</li> <li>• Hands on experience in the development of ICT Strategies, policies in relation to guidelines / directives from DPSA.</li> </ul> <p><b>Analytical Skills:</b></p> <ul style="list-style-type: none"> <li>• Policy evaluation to assess the impact of existing policies and strategies before changing or developing new policies; Problem solving to identify issues and to develop required solutions related to ICT and ability to conduct research and analysis of trends that will inform changes to existing policies and development of new policies.</li> </ul> <p><b>Strategic Skills:</b></p> <ul style="list-style-type: none"> <li>• Development / review the vision</li> </ul> |  |  |
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of ICT and its role in achieving business goals in relation to the ICT Strategy and digital transformation policy development / redesign; development of short / medium and long term plans (ICT Strategy incorporating digital transformation) aligned with business objectives; collaborating with stakeholders of the National Department; ability to redesign business processes to leverage digital technologies and expertise in managing changed and to create a culture of innovation,

**Analytical Skills:**

- Problem solving by identifying challenges and opportunities for the development of effective solutions, development / establishment / tracking of key performance indicators to measure success of ICT Strategy & Plans as well as digital transformation strategy.

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|  | <p><b>Soft Skills:</b></p> <ul style="list-style-type: none"> <li>• Communication to articulated ICT policies, strategies and plans to various role players, flexibility related to an ever-changing ICT environment and ability to collaborate across functional teams.</li> </ul>                                   |                                                                                                                                                                                                               |  |
|  | <p><b><u>Legislative Drafting Specialist:</u></b><br/><u>Experience and Skills</u></p> <ul style="list-style-type: none"> <li>• Legislative review</li> <li>• Legislative drafting</li> <li>• Drafting rules and style</li> <li>• Legal research</li> <li>• Regulations drafting</li> <li>• Report writing</li> </ul> | <p><b><u>Legislative Drafting Specialist:</u></b></p> <p>10+ years (20 points)<br/> 8-9 years(16 points)<br/> 5-7 years(12 points)<br/> 2-4 years(8 points)<br/> 1 year (4 points)<br/> 0 year (0 points)</p> |  |

| CRITERIA | SUB- CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Scoring-Scale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Weight |
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|          | <p>80% of proposed team members' highest relevant qualification to be deployed to the project, as recognized by the South African Qualification Authority (SAQA).</p> <p><b><u>Policy Development and Review Specialist:</u></b></p> <ul style="list-style-type: none"> <li>Qualification in a public policy, Political Science, Law, Public Administration, Social Sciences, or a related field and a qualification in Policy Analysis, Public Administration and Law,</li> </ul> <p><b><u>Stakeholder Engagements and Social Facilitation Specialist:</u></b></p> <ul style="list-style-type: none"> <li>Qualification in social sciences, Sociology, Anthropology, Community Development, Public Relations, Communications, or a qualification in Social Facilitation and Stakeholder Management</li> </ul> | <p><b><u>Policy Development and Review Specialist:</u></b></p> <p>Doctorate Degree (NQF 10) = 10 points<br/> Master's Degree (NQF 9) = 8 points<br/> Honour's Degree (NQF 8) = 6 points<br/> Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/> National Diploma (NQF 6) = 2 points<br/> (NFQ 5) &amp; lower = 0 points</p> <p><b><u>Stakeholder Engagements and Social Facilitation Specialist:</u></b></p> <p>Doctorate Degree (NQF 10) = 10 points<br/> Master's Degree (NQF 9) = 8 points<br/> Honour's Degree (NQF 8) = 6 points<br/> Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/> National Diploma (NQF 6) = 2 points<br/> (NFQ 5) &amp; lower = 0 points</p> | 10     |

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|  | <p><b><u>Specialist GISc Technologist:</u></b></p> <ul style="list-style-type: none"> <li>3 Year qualification in Geoinformatics, Geography, Environmental Sciences, cartography and or related field.</li> </ul> | <p><b><u>Specialist GISc Technologist:</u></b></p> <p>Doctorate Degree (NQF 10) = 10 points<br/> Master's Degree (NQF 9) =8 points<br/> Honour's Degree (NQF 8) = 6 points<br/> Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/> National Diploma (NQF 6) = 2 points<br/> (NFQ 5) &amp; lower = 0 points</p>                                         |  |
|  | <p><b><u>Compliance Specialist:</u></b></p> <ul style="list-style-type: none"> <li>Qualification in Law or Compliance</li> </ul>                                                                                  | <p><b><u>Compliance Specialist</u></b></p> <p>Doctorate Degree in Compliance (NQF 10) = 10 points<br/> Master's Degree in Compliance (NQF 9) = 8 points<br/> Postgraduate Diploma in Compliance (NQF 8) = 6 points<br/> Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/> National Diploma (NQF 6) = 2 points<br/> (NFQ 5) &amp; lower = 0 points</p> |  |
|  | <p><b><u>Governance Specialist:</u></b></p> <ul style="list-style-type: none"> <li>Qualification in Law.</li> </ul>                                                                                               | <p><b><u>Governance Specialist</u></b></p> <p>Doctorate Degree (NQF 10) = 10 points<br/> Master's Degree (NQF 9) =8 points<br/> Honour's Degree (NQF 8) = 6 points<br/> Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/> National Diploma (NQF 6) = 2 points<br/> (NFQ 5) &amp; lower = 0 points</p>                                                 |  |

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| <p><b><u>Public entity establishment, merger and disestablishment Specialist:</u></b></p> <ul style="list-style-type: none"> <li>• Qualification in Business Management or Financial Management or Accounting.</li> </ul> | <p><b><u>Public entity establishment, merger and disestablishment Specialist:</u></b></p> <p>Doctorate Degree<br/>(NQF 10) = 10 points<br/>Master's Degree<br/>(NQF 9) = 8 points<br/>Honour's Degree<br/>(NQF 8) = 6 points<br/>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/>National Diploma<br/>(NQF 6) = 2 points<br/>(NQF 5) &amp; lower = 0 points</p> |
| <p><b><u>Chartered Accountant:</u></b></p> <ul style="list-style-type: none"> <li>• Qualification in Accounting</li> </ul>                                                                                                | <p><b><u>Chartered Accountant</u></b></p> <p>Doctorate Degree<br/>(NQF 10) = 10 points<br/>Master's Degree<br/>(NQF 9) = 8 points<br/>Honour's Degree<br/>(NQF 8) = 6 points<br/>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/>National Diploma<br/>(NQF 6) = 2 points<br/>(NQF 5) &amp; lower = 0 points</p>                                                 |
| <p><b><u>Economics, Macro and Micro Specialist:</u></b></p> <ul style="list-style-type: none"> <li>• Qualification in economics, econometrics or statistics.</li> </ul>                                                   | <p><b><u>Economics, Macro and Micro Specialist:</u></b></p> <p>Doctorate Degree<br/>(NQF 10) = 10 points<br/>Master's Degree<br/>(NQF 9) = 8 points<br/>Honour's Degree<br/>(NQF 8) = 6 points<br/>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/>National Diploma<br/>(NQF 6) = 2 points<br/>(NQF 5) &amp; lower = 0 points</p>                               |
| <p><b><u>Monitoring and Evaluation Specialist:</u></b></p> <ul style="list-style-type: none"> <li>• Qualification in Social Sciences,</li> </ul>                                                                          | <p><b><u>Monitoring and Evaluation Specialist:</u></b></p> <p>Doctorate Degree<br/>(NQF 10) = 10 points<br/>Master's Degree</p>                                                                                                                                                                                                                                        |

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| Statistics or Demography.                                                                                                                                                                                                                 | (NQF 9) =8 points<br>Honour's Degree<br>(NQF 8) = 6 points<br>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br>National Diploma<br>(NQF 6) = 2 points<br>(NFQ 5) & lower = 0 points                                                                |  |
| <b><u>Data Analytics Specialist:</u></b>                                                                                                                                                                                                  | <b><u>Data Analytics Specialist:</u></b>                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"> <li>• Qualifications related to computer science or statistics or mathematics.</li> <li>• Certifications like Certified Analytics Professional; Microsoft Certified Data Analyst Associate.</li> </ul> | Doctorate Degree<br>(NQF 10) = 10 points<br>Master's Degree<br>(NQF 9) =8 points<br>Honour's Degree<br>(NQF 8) = 6 points<br>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br>National Diploma<br>(NQF 6) = 2 points<br>(NFQ 5) & lower = 0 points |  |
| <b><u>Database Specialist Administrator (SQL):</u></b>                                                                                                                                                                                    | <b><u>Database Specialist Administrator (SQL):</u></b>                                                                                                                                                                                                  |  |
| <ul style="list-style-type: none"> <li>• Qualifications related to computer science or information technology.</li> <li>• Certification like a Microsoft Certified - Azure Data Administrator Associate.</li> </ul>                       | Doctorate Degree<br>(NQF 10) = 10 points<br>Master's Degree<br>(NQF 9) =8 points<br>Honour's Degree<br>(NQF 8) = 6 points<br>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br>National Diploma<br>(NQF 6) = 2 points<br>(NFQ 5) & lower = 0 points |  |
| <b><u>Application/Software Development Specialist:</u></b>                                                                                                                                                                                | <b><u>Application/Software Development Specialist</u></b>                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"> <li>• Qualifications related to computer science or software engineering.</li> <li>• Certification like a Microsoft Certified -</li> </ul>                                                             | Doctorate Degree<br>(NQF 10) = 10 points<br>Master's Degree<br>(NQF 9) =8 points<br>Honour's Degree                                                                                                                                                     |  |

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| <p>Azure Data Developer Associate.</p>                                                                                                                                                                             | <p>(NQF 8) = 6 points<br/>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/>National Diploma (NQF 6) = 2 points<br/>(NFQ 5) &amp; lower = 0 points</p>                                                                                                  |  |
| <p><b><u>Specialist In Microsoft Office 365</u></b></p>                                                                                                                                                            | <p><b><u>Specialist In Microsoft Office 365</u></b></p>                                                                                                                                                                                                      |  |
| <ul style="list-style-type: none"> <li>• Qualifications related to computer science or information technology.</li> <li>• Certification like a Microsoft 365 Certified – Administrator Associate.</li> </ul>       | <p>Doctorate Degree (NQF 10) = 10 points<br/>Master's Degree (NQF 9) = 8 points<br/>Honour's Degree (NQF 8) = 6 points<br/>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/>National Diploma (NQF 6) = 2 points<br/>(NFQ 5) &amp; lower = 0 points</p> |  |
| <p><b><u>Specialist Azure Administrator/s</u></b></p>                                                                                                                                                              | <p><b><u>Specialist Azure Administrator/s</u></b></p>                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"> <li>• Qualifications related to computer science or information technology.</li> <li>• Certification like a Microsoft Azure Certified – Administrator Associate.</li> </ul>     | <p>Doctorate Degree (NQF 10) = 10 points<br/>Master's Degree (NQF 9) = 8 points<br/>Honour's Degree (NQF 8) = 6 points<br/>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br/>National Diploma (NQF 6) = 2 points<br/>(NFQ 5) &amp; lower = 0 points</p> |  |
| <p><b><u>Specialist In Development of Digital Transformation Strategy: Review &amp; Updating of ICT Strategy and Plans, Including Development and Updating Of Relevant Policies as Prescribed By DPSA:</u></b></p> | <p><b><u>Specialist In Development of Digital Transformation Strategy: Review &amp; Updating of ICT Strategy and Plans, Including Development and Updating Of Relevant Policies as Prescribed By DPSA:</u></b></p>                                           |  |

|                                                      |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                    |     |    |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
|                                                      | <ul style="list-style-type: none"> <li>Qualifications related to computer science or information technology, or a related field.</li> <li>Proven experience in ICT policy development.</li> <li>Certifications in project management (PMP); cyber security (CISSP); COBIT; ITIL; Digital Transformation Professional (CDTP).</li> </ul> | Doctorate Degree (NQF 10) = 10 points<br>Master's Degree (NQF 9) = 8 points<br>Honour's Degree (NQF 8) = 6 points<br>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br>National Diploma (NQF 6) = 2 points<br>(NFQ 5) & lower = 0 points                                                       |     |    |
|                                                      | <b><u>Legislative Drafting Specialist:</u></b> <ul style="list-style-type: none"> <li>Qualification in Law.</li> </ul>                                                                                                                                                                                                                  | <b><u>Legislative Drafting Specialist:</u></b><br><br>Doctorate Degree (NQF 10) = 10 points<br>Master's Degree (NQF 9) = 8 points<br>Honour's Degree (NQF 8) = 6 points<br>Bachelor's Degree/B Tech Degree (NQF 7) = 4 points<br>National Diploma (NQF 6) = 2 points<br>(NFQ 5) & lower = 0 points |     |    |
| Infrastructural capacity available to the assignment | Detailed explanation of Methodology and process to be adopted to fulfil the assignment.                                                                                                                                                                                                                                                 | Detailed methodology to carry out the assignment = 15<br>Logical and clear process to carry out the assignment = 30<br>Methodology and process not defined = 0                                                                                                                                     | 45  | 45 |
|                                                      | Carrying out of similar assignment (Provide I attach reference letters)                                                                                                                                                                                                                                                                 | >> Between 5 and more (10)<br>>> Between 2 and 4 (5)<br>>> 1 assignment (1)                                                                                                                                                                                                                        | 10  | 10 |
| TOTAL                                                |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                    | 100 |    |

**NB:**

- All Service providers with a score less than 70 out of 100 on functionality will not be considered further.
- In the event that the project lead/engagement manager leaves the employ of the service provider (for whatever reason) they have to be replaced by a project lead/engagement satisfying the respective listed skills.

**RULES OF BIDDING/SPECIAL CONDITIONS OF CONTRACT**

- a) The NDoHS will enter into multiple contracts with a panel of specialised companies for the delivery of the work set out in these terms of reference. It will be expected that the contracted company have necessary expertise secured via subcontract, or under a joint venture arrangement.
- b) Valid Tax Compliance status- Pin issued by SARS must be submitted by all South African companies submitting bids as part of a consortium or joint venture.
- c) Foreign company providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- d) The cost of preparing bids and of negotiating the contract will not be reimbursed.
- e) The NDoHS is not bound to accept any of the bids submitted.
- f) The NDoHS reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference.
- g) The NDoHS reserves the right to call interviews with short-listed bidders before final selection.
- h) The NDoHS reserves the right to negotiate price with the preferred bidder.
- i) Company may ask for clarification on these terms of reference up to close of business 48 hours before the deadline for the submission of bids. Any request for clarification must be submitted in writing by email and will be replied to in writing by email: [tendersenquiries@dhs.gov.za](mailto:tendersenquiries@dhs.gov.za)
- j) The NDoHS reserves the right to return late hand delivered bid submissions unopened.
- k) The NDoHS reserves the right not to evaluate bids that are not submitted in the format specified in these terms of reference. Failure to submit the bids in the specified format may invalidate your bid.

- l) The service provider will be required to sign a Nondisclosure agreement regarding the protection of NDoHS Personal information that is in the department.
- m) A company may not contact the NDoHS or any member of the bid committees, on any matter pertaining to their bid from the time when bids are submitted to the time the consultant contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- n) The deadline for submission of bids is 11h00 on the **10<sup>th</sup> FEBRUARY 2025**.
- o) The required service must commence one week after the official order has been placed and contract signed.
- p) No incomplete tenders, late tenders and tenders received telegraphically, email or per facsimile shall be accepted.
- q) The personnel of the civil company shall adhere to security regulations of the NDoHS. This entails issues like locking all valuables and computer equipment, remove of any computer equipment from the Department's premises.

Bids must be submitted by hand to:

**THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS, 260 JUSTICE  
MAHOMMED STREET, GOVAN MBEKI BUILDING PRETORIA, 0001**

**r) Bids must be clearly marked:**

- I. Bid Number: **VA49/05-2024/25**
- II. Service provider
- III. National Department of Human Settlements; Directorate: Supply Chain Management
- IV. Attention: Demand and Acquisitions

## **14. GENERAL CONDITIONS OF CONTRACT**

The general conditions of contract as enclosed in the standard bidding documents apply.

## **15. NON BRIEFING SESSION**

Prospective service providers will not be expected to attend a compulsory/Non Compulsory Briefing session. Prospective bidders may send their questions/queries to; [tendersenquiries@dhs.gov.za](mailto:tendersenquiries@dhs.gov.za)

**NB:** The cut-of date to receive enquiries is 6 days before the closing date.

**NB:** The cut-off date for the NDoHS to respond to all questions received is 4 days before the closing date.

## **16. ENQUIRIES**

[tendersenquiries@dhs.gov.za](mailto:tendersenquiries@dhs.gov.za)



human settlements

Department:  
Human Settlements  
REPUBLIC OF SOUTH AFRICA

## OPERATOR COMPLIANCE CHECKLIST

| Company Name:        |                                                                                                                                                                  |        |                                                                                |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------|
| Registration Number: |                                                                                                                                                                  |        |                                                                                |
| Nature of Services:  |                                                                                                                                                                  |        |                                                                                |
| No                   | Question                                                                                                                                                         | Answer | Additional Information                                                         |
| 1                    | Have you registered your Information Officer and, where relevant, your Deputy Information Officer with the Regulator?                                            |        | If yes, please specify the Information Officer and Deputy Information Officer: |
| 2                    | In the event that you have delegated the role of Information Officer or the Deputy Information Officer, is there a formal authorisation or delegation in place?  |        |                                                                                |
| 3                    | Have you implemented any formal data privacy and protection policies or procedures within your organisation?                                                     |        | If yes, please specify the policies and procedures:                            |
| 4                    | Have you conducted a POPIA Gap Assessment/Analysis/Personal Information Impact Assessment?                                                                       |        | If in progress, please advise when it is expected to be completed by:          |
| 5                    | Do you have any Operators that provide key parts of the service to us?                                                                                           |        | If yes, please specify the company and the service:                            |
| 6                    | Have you reviewed and compiled a list of all of your Operators?                                                                                                  |        |                                                                                |
| 7                    | Have you entered into an Operator agreement with all your Operators?                                                                                             |        |                                                                                |
| 8                    | Have you implemented a ROPA (Record of Processing Activities)?                                                                                                   |        |                                                                                |
| 9                    | Have you considered whether you are required to implement a PAIA Manual and if so, has it been implemented?                                                      |        |                                                                                |
| 10                   | Is there a process in place to identify all reasonably foreseeable internal and external risks to Personal Information?                                          |        |                                                                                |
| 11                   | Is there a process in place to establish and maintain appropriate security safeguards against the risks identified?                                              |        | If yes, please specify the security safeguards in place:                       |
| 12                   | Is there a process in place to regularly verify that the safeguards are effectively implemented, for example, have you employed someone to conduct a security    |        |                                                                                |
| 13                   | Is there a process in place to ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards? |        |                                                                                |
| 14                   | Do you have physical access control measures to secure access to the premises where Personal Information is stored?                                              |        |                                                                                |
| 15                   | Do you restrict access to Personal Information to trained and authorised staff members?                                                                          |        |                                                                                |

Yes

No

Not applicable

In progress

|    |                                                                                                                                                            |  |                                                                                               |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------|
| 16 | Have you implemented a procedure to be followed in the event of a security compromise / data breach?                                                       |  |                                                                                               |
| 17 | Have you ensured that you have appropriate privacy notices in place and that they are displayed?                                                           |  |                                                                                               |
| 18 | Have you implemented a Data Subject Rights Procedure?                                                                                                      |  |                                                                                               |
| 19 | If you are established outside the Republic of South Africa, have you appointed a representative in South Africa for the purposes of POPIA implementation? |  |                                                                                               |
| 20 | Have you developed appropriate procedures to ensure that Personal Information is accurate and up to date?                                                  |  |                                                                                               |
| 21 | Have you reviewed your direct marketing practices and amended it in line with POPIA?                                                                       |  |                                                                                               |
| 22 | Have you trained your employees on POPIA and all policies and procedures that have been implemented as part of your compliance framework?                  |  |                                                                                               |
| 23 | Do you have a data retention policy or procedure in place that advises you how and when to retain and destroy data?                                        |  |                                                                                               |
| 24 | Are there any transfers of Personal Information outside the Republic of South Africa?                                                                      |  | If yes, please specify the countries and list the safeguards taken to protect data, e.g. Data |
| 25 | Are cloud services used for the services you provide?                                                                                                      |  | If yes, please specify where the servers for the Personal Information are located:            |

## PART A INVITATION TO BID

|                                                                                                                                                                                                                            |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------|--------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------|--|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                                                                                                                           |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |
| BID NUMBER:                                                                                                                                                                                                                | VA49/05-2024/25                                                                                                                                | CLOSING DATE: 10 FEBRUARY 2025 | 11:00 |                                                                          |                               |                                                                                                       |  |
| DESCRIPTION                                                                                                                                                                                                                | <b>TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SPECIALISTS TO ENHANCE THE SKILLS SET OF THE DEPARTMENT FOR A PERIOD OF 36 MONTHS.</b> |                                |       |                                                                          |                               |                                                                                                       |  |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                                                                                                                                 |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |
| THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS,                                                                                                                                                                              |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |
| DR RUTH MOMPATI BUILDING                                                                                                                                                                                                   |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |
| 260 JUSTICE MAHOMED STREET,                                                                                                                                                                                                |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |
| SUNNYSIDE, PRETORIA                                                                                                                                                                                                        |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                      |                                                                                                                                                |                                |       | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |                               |                                                                                                       |  |
| CONTACT PERSON                                                                                                                                                                                                             |                                                                                                                                                |                                |       | CONTACT PERSON                                                           |                               |                                                                                                       |  |
| TELEPHONE NUMBER                                                                                                                                                                                                           |                                                                                                                                                |                                |       | TELEPHONE NUMBER                                                         |                               |                                                                                                       |  |
| FACSIMILE NUMBER                                                                                                                                                                                                           |                                                                                                                                                |                                |       | FACSIMILE NUMBER                                                         |                               |                                                                                                       |  |
| E-MAIL ADDRESS                                                                                                                                                                                                             | tendersenquiries@dhs.gov.za                                                                                                                    |                                |       | E-MAIL ADDRESS                                                           | tendersenquiries@dhs.gov.za   |                                                                                                       |  |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                                |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |
| 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]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                           |                                |       | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      |                               | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                 |  |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                                      |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                                                             |                                |       | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ] |  |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                          |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                            |                                                                                                                                                |                                |       |                                                                          |                               | <input type="checkbox"/> YES <input type="checkbox"/> NO                                              |  |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                  |                                                                                                                                                |                                |       |                                                                          |                               | <input type="checkbox"/> YES <input type="checkbox"/> NO                                              |  |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                 |                                                                                                                                                |                                |       |                                                                          |                               | <input type="checkbox"/> YES <input type="checkbox"/> NO                                              |  |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                      |                                                                                                                                                |                                |       |                                                                          |                               | <input type="checkbox"/> YES <input type="checkbox"/> NO                                              |  |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                  |                                                                                                                                                |                                |       |                                                                          |                               | <input type="checkbox"/> YES <input type="checkbox"/> NO                                              |  |
| <b>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.</b> |                                                                                                                                                |                                |       |                                                                          |                               |                                                                                                       |  |

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

|                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                      |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                   |
| 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.                                                                                                           |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).                                                                                                                                                |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                          |
| 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: ...  
.....

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: ..... BID NO.: **VA49/05-2024/25**

CLOSING TIME **11:00**

CLOSING DATE: **10 FEBRUARY 2025**

OFFER TO BE VALID FOR... **120**... DAYS FROM THE CLOSING DATE OF BID.

| ITEM<br>NO | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>** (ALL APPLICABLE TAXES INCLUDED) |
|------------|-------------|-----------------------------------------------------------------|
|------------|-------------|-----------------------------------------------------------------|

**BID VA49/05-2024/25: TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SPECIALISTS TO ENHANCE THE SKILLS SET OF THE DEPARTMENT FOR A PERIOD OF 36 MONTHS.**

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-----      | -----      |

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----- |

**Bid No: VA49/05-2024/25**

Name of Bidder: .....

..... R.....  
 ..... R.....

TOTAL: R.....

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

5.2 Other expenses, for example accommodation (specify, e.g. 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]

Any enquiries regarding bidding procedures may be directed to the –

THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS, DR RUTH S MUMPATI, 260 JUSTICE MAHOMED STREET, SUNNYSIDE, PRETORIA

**Department:** THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS

**E-mail address:** tendersenquiries@dhs.gov.za

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**E-mail address:** tendersenquiries@dhs.gov.za

## 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 interest<sup>1</sup> 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

---

<sup>1</sup> 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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 **80/20** preference point system.

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:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| <b>PRICE</b>                                     | <b>80</b>  |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>  |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

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 (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Women</b>                                                |                                                                                      | <b>10</b>                                                                            |                                                                              |                                                                              |
| <b>Youth</b>                                                |                                                                                      | <b>08</b>                                                                            |                                                                              |                                                                              |
| <b>People with Disabilities</b>                             |                                                                                      | <b>02</b>                                                                            |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |
|                                                             |                                                                                      |                                                                                      |                                                                              |                                                                              |

#### **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.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## **General Conditions of Contract**

### **1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### 14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### 15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>16. Payment</b>                              | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>17. Prices</b>                               | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>18. Contract amendments</b>                  | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>19. Assignment</b>                           | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>20. Subcontracts</b>                         | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>21. Delays in the supplier's performance</b> | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## 22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## 23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Anti-dumping and countervailing duties and rights**

- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

**25. Force  
Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination  
for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of  
Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of  
liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)