

REQUEST FOR QUOTATION

RFQ 007-1-2021-22

Email: rfp@gtac.gov.za

ATTENTION: PROSPECTIVE BIDDERS

RFQ 007-1-2021-22: APPOINTMENT OF SERVICE PROVIDER TO A WORK STUDY INVESTIGATIONS PROJECT FOR THE GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) FOR A PERIOD OF SIX (6) MONTHS (RE-ADVERTISEMENT)

The Government Technical Advisory Centre (GTAC) hereby invites credible suppliers to submit a quotation in response to the Terms of Reference attached hereto.

1. EVALUATION METHODOLOGY

1.1. The table below reflects the evaluation methodology for this Request for Quotation:

Evaluation Stage	Description
Administrative Compliance	Evaluation of documents cited in section 2 below. Documents must be submitted and duly completed and signed where required.
Technical Evaluation	Refer to the Terms of Reference (TOR).
Price and B-BBEE	Refer to section 4 below. Valid B-BBEE certificate/Affidavit and duly completed and signed SBD 6.1 and SBD 3.3 required.



REQUEST FOR QUOTATION

2. ADMINISTRATIVE COMPLIANCE

2.1. The following documents must be submitted for administrative compliance evaluation. Documents must be duly completed and signed (where applicable).

- a) SBD 1
- b) SBD 4
- c) SBD 6.1
- d) SBD 8
- e) SBD 9
- f) B-BBEE Certificate/sworn Affidavit
- g) SBD 3.3
- h) CSD registration report/MAA number
- i) Technical response (Response to technical evaluation criteria cited in the TOR)

3. TECHNICAL EVALUATION (REFER TO THE TOR)

3.1. Bidders are required to submit a technical proposal in response to the technical evaluation criteria cited in the Terms of Reference.

3.2. Bidders are required to meet the minimum technical threshold to progress to price and B-BBEE evaluation.

4. PRICE AND B-BBEE EVALUATION BASED ON THE PPPFA (REFER TO THE SBD 6.1 FOR MORE DETAIL)

4.1. 80/20 Preference Points Evaluation

- a. In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids with a Rand value up to R50 million will be adjudicated by the State on the 80/20-preference point for Broad-Based Black economic empowerment in terms of which points are awarded to bidders on the basis of:
 - The bid price (maximum 80 points)
 - Broad-based black Economic Empowerment as well as specific goals (maximum 20 points)



REQUEST FOR QUOTATION

5. CONDITIONS

5.1. The following conditions will apply:

- Price quotation must be provided separately on the SBD 3.3 provided.
- Price(s) quoted must be valid for sixty (60) days from date of offer.
- Total cost must be inclusive of all applicable taxes (if no indication is given, quoted prices will be evaluated as all inclusive).
- Price (s) quoted must be within the RFQ threshold of R1 000 000.00 to be compliant and valid.
- Late or incomplete submissions will not be accepted. Failure to comply with these conditions will invalidate your offer.

5.2. The following attachments must be submitted with the quotation:

- Standard Bidding Document (SBD) forms: (SBD 1, SBD 3.3, SBD 4, SBD 6.1, SBD 8 and SBD 9);

NB: Incomplete and unsigned SBD forms including false declaration (i.e. not declaring business done with the state in the preceding twelve months on SBD 4), will result in disqualification. This includes the bidder, company's directors / trustees / shareholders / members or their spouses that have done business with the state in the preceding twelve months.

- CSD registration report/number; and
- Valid B-BBEE Certificate/sworn affidavit (Annexure E) if applicable.

6. SUBMISSION DETAILS AND CLARIFICATION

Submissions must be sent to: rfp@gtac.gov.za by 15:00 on 18 October 2021.

GTAC will evaluate submissions in accordance with the evaluation methodology cited above but is neither legally bound nor obligated to accept quoted rates and further reserves the right to negotiate professional rates around any quotation before the award of this RFQ.

Any clarification regarding this invitation or the Terms of Reference must be addressed to the aforementioned email address.

Yours sincerely



Thando Nyoka

Deputy Director: Professional Services Procurement

Date: 11/10/2021



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ 007-1-2021-21	CLOSING DATE:	18 OCTOBER 2021	CLOSING TIME:	15:00 PM
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO A WORK STUDY INVESTIGATIONS PROJECT FOR THE GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) FOR A PERIOD OF SIX (6) MONTHS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		☐ AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		☐ A REGISTERED AUDITOR			
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	GTAC		CONTACT PERSON	Lebakang Mogale	
CONTACT PERSON	Lebakang Mogale		TELEPHONE NUMBER	0123155280	
TELEPHONE NUMBER	0123155280		FACSIMILE NUMBER	-	
FACSIMILE NUMBER	-		E-MAIL ADDRESS	rfp@gtac.gov.za	
E-MAIL ADDRESS	rfp@gtac.gov.za				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:								
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.								
2. TAX COMPLIANCE REQUIREMENTS								
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 30%; text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO							

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

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDER TO A WORK STUDY INVESTIGATIONS PROJECT FOR THE GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) FOR A PERIOD OF SIX (6) MONTHS

Project Identification

Name of Client	Human Capital Management & Corporate Services
Contracting Authority	Government Technical Advisory Centre (GTAC)
Accountable Officer	Director: Human Capital Management
Project Purpose	To conduct work study investigations / occupational functional assessment as per DPSA guidelines and prescripts ("work study") to be conducted in the GTAC within Programme 1: Management Support Services.

Approved by:

EJ Van Wyk (Née Stokes)

Name:



Signature

Date: 2021/09/20

1. BACKGROUND

1.1 The GTAC's five-year strategy for the period 2020-2025 was approved and work is currently ongoing to align business operations, the service delivery model of the organisation as well as its organisational structure to achieve the organisational objectives as set out in the strategy. To ensure the achievement of the approved organisational outcomes and driving the culture of high performance, it is critical to analyse the functional alignment of Programme 1 with the GTAC strategic outcomes since Programme 1 offers strategic support to the core Programme of GTAC.

1.2 The core functions of the GTAC Programme 1 in the strategy document has been defined and includes:

Programme 1: Management Support Services:

- The Office of the Head of GTAC;
- Strategy Management and Communications;
- Human Capital Management and Corporate Services;
- Financial Management; and
- Professional Services Procurement.

1.3 The need for the work study arose as a result of GTAC identifying that Programme 1 is not aligned to the GTAC strategy, and that functions such as Governance, Risk, ICT, Ethics and Knowledge Management are not properly defined and resourced.

1.4 Furthermore, the results of the Professional Service Procurement (PSP) Unit Turnaround Strategy, which includes an interrogation of the PSP structure and resourcing to unearth bottlenecks and diagnose challenges, in order to bring the unit to optimal efficiency, need to be incorporated into Programme 1 work study report,

1.5 In addition to Programme 1 not being aligned to the GTAC's strategy, a key pillar of GTAC's operating model – the Project Delivery Support (PDS) – is not adequately defined and incorporated into the functional offering of Programme 1.

1.6 The work study process has been identified as a key input to addressing the impact of the budget cuts and personnel resignations, the lack of definition and resourcing of identified functions, the alignment of Programme 1 functions to the GTAC strategy, and the finalisation and submission of the GTAC structure to the DPSA for approval. In addition to this, the work study exercise aims to identify functions and staff not fully and optimally utilised and make recommendations for more economical resource allocation in the GTAC.

2. OUTCOME

2.1 The work study is intended to ensure that the Programme 1 is positioned and capacitated to support the GTAC's strategic objectives by addressing:

- the impact of budget cuts and resignations recently experienced in Programme 1;
- the lack of definition and resourcing of Governance, Risk, ICT, Ethics, and Knowledge Management functions;

- the need to incorporate the Project Delivery Support (PDS), currently residing in Programme 2, into Programme 1 as an underpinning support to business;
- optimal assessment utilisation of Programme 1 staff to business; and
- the alignment of the work of Programme 1 with the GTAC 5-year strategy.

2.2 The ultimate outcome of the work study will be the configuration of the functional structure for Programme 1: Administration Function (as per DPSA guidelines and prescripts) finalisation of the macro GTAC structure for submission to the DPSA. Programme 1 will be structured to deliver on its mandate and support business in achieving its desired performance outcomes.

3. DURATION

3.1 The project will be for a period of six (6) months after the signing of the Service Level Agreement by both parties.

4. SCOPE OF WORK

4.1 The work study investigations project will be conducted in the GTAC Programme 1: Management Support Services structure referred to in paragraph 1.2 above.

4.2 The successful service provider is expected to perform the following functions as the minimum deliverables and to adequately address all the listed objectives according to phases. These phases may be re-sequenced according to the recommended approach, availability of information, and service provider's methodology.

4.2.1 Phase 1: Project Scoping and Inception

4.2.1.1 Collation of Programme 1 organisational design information including the structure, job titles and positions data, job descriptions and business processes (excluding PSP), the GTAC strategic plan and the GTAC Project Delivery Support (PDS) model;

4.2.1.2 Discussions with Project Owner, Project Lead and Project Manager on, but not limited to,

- 4.2.1.2.1 the proposed work study approach and scope,
- 4.2.1.2.2 the budget cuts and resignations,
- 4.2.1.2.3 the GTAC Project Delivery Support model,
- 4.2.1.2.4 the GTAC strategic plan,
- 4.2.1.2.5 the Governance, Risk, ICT, Ethics, Project Delivery Support, and Knowledge Management functions, location, and related internal structures (such as Committees) and support agreements (such as National Treasury SLAs).

4.2.1.3 Preparation and submission of Inception Report

4.2.2 Phase 2: Work Study Instruments Development

4.2.2.1 Audit Preparation of cross-functional matrices to analyse Programme 1 functions and gaps relative to:

- 4.2.2.1.1 GTAC strategic objectives,
- 4.2.2.1.2 Programme 1 business processes,
- 4.2.2.1.3 GTAC Project Delivery Support (PDS) model, and
- 4.2.2.1.4 DPSA Generic Administration functions.

4.2.2.2 Preparation of a position analysis instrument to analyse identified functions that are not properly defined/resourced in order to identify time, effort, and demand per functional activity/task. The instrument will enable self-assessment where a position is filled and will draw from DPSA organisational design tools such as the RACI Analysis, Task Analysis, and Diagnostic Grid.

4.2.3 Phase 3: Analysis and Reporting

4.2.3.1 Desktop analysis of Programme 1 functions to identify and determine alignment and gaps relative to the GTAC strategy, Programme 1 business processes, GTAC Project Delivery Support (PDS) model and DPSA Generic Administrative functions.

4.2.3.2 Desktop analysis or facilitation of position analysis by job incumbents and/or function manager of the identified functions that are not properly defined/resourced to determine capacity needs and staff that are not fully and optimally utilised and make recommendations for more economical resource allocation in the GTAC. Of these functions, the current capacity consists of:

- 4.2.3.2.1 Director: Knowledge Management,
- 4.2.3.2.2 Deputy Director: ICT,
- 4.2.3.2.3 Director: Human Capital Management (Ethics Officer), and
- 4.2.3.2.4 Deputy Director: Governance and Compliance.

4.2.3.3 Discussions with Business Unit managers, Project Lead and Project Manager regarding findings on the cross-functional matrices analyses and position analyses and impact of any proposed:

- 4.2.3.3.1 Revisions to existing positions,
- 4.2.3.3.2 Establishment of new positions, and
- 4.2.3.3.3 Deletion of vacant positions

4.2.3.4 Preparation of a work study report including a capacity and cost analysis of recommendations.

4.2.3.5 Finalisation of configuration of the functional structure and offerings for the GTAC Programme 1: Management Support Services.

5. REPORTING REQUIREMENTS AND PROGRESS MEETINGS

5.1 It is expected that the GTAC will require an initial meeting with the successful service provider to agree on the project methodology, timelines, and process to be followed during the work study investigations. Options will be considered and a project plan will be developed.

5.2 Meetings to monitor progress shall be held as and when necessary, but at least twice a month until completion of the project.

- 5.3 The successful service provider shall submit copies of progress report during the project and final report at the end of the project in a form of electronic and written report.
- 5.4 Progress reports, final report and the close out report will be submitted to the Director: Human Capital Management of the GTAC.
- 5.5 All content developed during the course of the work study investigations will be submitted to GTAC as part of the close out report within 2 weeks of completion of the project.

6. DOCUMENTATION

- 6.1 The bidder shall submit the Curriculum Vitae of the project leader who will be available for the duration of the project, a plan of action and methodology, a list of references, strategy and ability to deliver on the project.
- 6.2 The copyright of the end product will result in the GTAC being the owner and author of the work produced and be presented with its logo and it will be at liberty to use the report and results as deemed necessary.

7. CONFIDENTIALITY OF INFORMATION

- 7.1 The names of all the members of the service provider team must be disclosed for the project prior approval of GTAC. Any changes, replacements and or additions should be submitted for prior approval of the GTAC.

8. TERMS AND CONDITIONS

- 8.1 A Curricula Vitae of the team leader and the members who will be available for duration of the project.
- 8.2 The proposal should be submitted with all the required information containing technical information as well as price information or rates applicable in a separate attachment.
- 8.3 A service provider agreement will be entered into with successful service provider which include, inter alia, obligations of the GTAC.
- 8.4 The service providers shall disclose all information in its proposal regarding any interest that may result in actual or perceived conflict of interest.
- 8.5 The GTAC reserves the right to disqualify any service provider in circumstance where conflict of interest exists or is perceived to exist or where a service provider has failed to disclosed any conflict of interest or any other material information that may have affected the award of the bid.
- 8.6 The GTAC will not be held responsible for any costs incurred by the service provider in the preparation and submission of the bids.

9. BID SUBMISSION REQUIREMENTS

- 9.1 Bidders should ensure that the following submission requirements are included in their bids:
 - a. Duty completed and signed Standard Bidding Documents (SBD 1,4,6.1, 8 and 9).

- b. Tax compliance status requirements: Central Supplier Database (CSD) number/report.
- c. Bidder technical proposal.
- d. Bidder pricing proposal

10. PRICING

- 10.1 The Service provider will be requested to provide a detailed quotation regarding the work to be undertaken for this project. Fixed total cost must be inclusive of all applicable taxes.
- 10.2 Costing should be aligned with the project activities/project phases. Attached SDB3.3 to be used for pricing proposal.

11. BROAD BASED BLACK ECONOMIC EMPOWERMENT

- 11.1 Bidders are required to submit a valid and fully completed Affidavits or valid B-BBEE status Level Verification Certificates or certified copies thereof together with their quote to substantiate their B-BBEE rating claims.
- 11.2 Bidders who do not submit their B-BBEE status Level Verification Certificates or non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
- 11.3 A trust, consortium or joint venture must submit a consolidated B-BBEE status Level Verification certificate for every separate bid.
- 11.4 *Mandatory companies B-BBEE level should be at a minimum level 4 or companies that are Exempted Micro Enterprises (EMEs). Only bidders who are within this category will be evaluated technically***

12. TECHNICAL EVALUATION PROCESS

NO	EVALUATION CRITERIA	POINTS	Comply Y/N
1.	Detailed Curriculum Vitae (CV) of team leader with working experience to demonstrate skills and experience in conducting work study investigations. Document evidence: CV with evidence of work study investigations conducted for organisations / clients for at least 8 years.	8 years or more	

2.	Proven track record by providing relevant list of companies where you conducted work study investigations with contact person. List of companies provided should be within a 5-years period. Requirement: At least a list of 5 company names with contact persons of successful work study investigations conducted within any sector in the last 3 years, not older than the 2018 calendar year.	5 Companies or more	
3.	Provide high level methodology to be used with clearly defined project plan. Requirement: Project Proposal	Fully developed proposal with high level methodology, clearly defined project and communications plan.	

Pricing & B-BBEE based on 80/20 principle is for only bidders who met **all** the technical requirements above.

The GTAC reserves the right not to appoint any of the tender proposals submitted.

The bid will be valid for a period of 60 days.

SBD 4

DECLARATION OF INTEREST

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

¹"State" means –

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

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

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

2.7.1 If so, furnish the following particulars:

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

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

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

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

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

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

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

.....

.....

.....

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

2.8.1 If so, furnish particulars:

.....

.....

.....

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

2.9.1 If so, furnish particulars.

.....

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

2.10.1 If so, furnish particulars.

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

YES/NO

2.11.1 If so, furnish particulars:

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

[illegible]

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price

quotations, advertised competitive bidding processes or proposals;

- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6

7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

- 7.1.1 If yes, indicate:

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

(Tick applicable box)

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....

- 8.2 VAT registration number:.....

- 8.3 Company registration
number:.....
- 8.4 TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]
- 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
-
-
-
-
-
- 8.6 COMPANY CLASSIFICATION
- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]
- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from

obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of:_____that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____ % black owned;
 - The enterprise is _____ % black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: **BID NO: RFQ 007-1-2021-22**

CLOSING TIME: 18 OCTOBER 2021

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF RFQ.

ITEM NO <u>TAXES</u>	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF ** <u>ALL APPLICABLE</u>
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RFQ 007-1-2021-22: APPOINTMENT OF SERVICE PROVIDER TO A WORK STUDY INVESTIGATIONS PROJECT FOR THE GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) FOR A PERIOD OF SIX (6) MONTHS

1. Bidders must provide a detailed quotation in line with the work to be undertaken as outlined in the Terms of reference (section 4).
2. Bidders must provide a fixed total cost
3. The total quoted must be inclusive of all applicable taxes. if no indication is given, prices will be evaluated as all-inclusive.
4. Costing should be aligned with the project activities/project phases with a timeframe of 6 months.
5. The table below must be used.

#	Deliverables: Activities/project phases	Cost Per Output
Phase 1	Work Study Scoping and Inception	
Phase 2	Work Study Instruments Development	
Phase 3	Work Study Implementation and Reporting	
Total Cost for Outputs (Excl. all applicable taxes)		R
All applicable taxes		R
Total Cost over a 3 months period (Incl. all applicable taxes)		R
Disbursement (Incl. Taxes) if applicable		R
Total Cost over a 3 months period (Incl. all applicable taxes and disbursements)		R

6. Period required for commencement with project after acceptance of award.....
7. Are you a VAT Vendor?.....
8. VAT Number.....

Any enquiries regarding this Request for Quotation (RFQ) may be directed to: rfp@gtac.gov.za