GOVERNMENT TECHNICAL ADVISORY CENTRE

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National Treasury - Republic of South Africa

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDERS TO PERFORM THE INDEPENDENT VERIFICATION AGENT FUNCTION FOR THE GRANT MANAGEMENT OF THE METRO TRADING SERVICES REFORM PROGRAMME, FOR ANNUAL ASSESSMENT IN 2026

BACKGROUND INFORMATION

Programme Identification

Name of Client	National Treasury (NT)
Name of Project	Appointment of Independent verification agent (IVA)
Contracting Authority	Government Technical Advisory Centre (GTAC)
Accountable Officer	Ndimphiwe Jamile: Acting CD: NDPP
Budget Manager	Ndimphiwe Jamile: Acting CD: NDPP
Project Purpose	GTAC seeks to appoint on behalf of NDPP, team of experts, to perform an independent verification function, called an IVA, for the MTSRP PBI grant, for one annual assessment, being 2026

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LIST OF ABBREVIATIONS

ABBREVIATION	FULL NAME
BEC	Bid Evaluation Committee
CIPC	Companies and Intellectual Property Commission
CSD	Central Supplier Database
IGR	Intergovernmental Relations
IVA	Independent Verification Agent
MTSR	Metro Trading Services Reform
NDPP	Neighbourhood Development Partnership Programme
NT	National Treasury
PBI	Performance Based Incentive
PIAP	Performance Improvement Action Plans
PPR 2022	Preferential Procurement Regulation 2022
QSE	Qualified Small Enterprise
RSA	Republic of South Africa
SLA	Service Level Agreement
SARS	South African Revenue Service
SCC	Special Conditions of Contract
SBD	Standard Bidding Document
VAT	Value Added Tax

DEFINITIONS

Customer	A participant on the contract who procures goods and/or services from the appointed Supplier(s).
Due Diligence	The investigation or exercise of care that the State conducts before entering into an agreement with the bidders to validate the bid responses.

1. INTRODUCTION

1.1 DESCRIPTION AND FORMAT OF THE BID

1.1.1 The NT manages the MTSR Programme, and under this MTSRP is a Performance Based Incentive grant (PBI) grant.

1.1.2 The NT requires a professional firm to provide a team of experts to perform an independent verification function, called an IVA, for the MTSRP PBI grant, for one annual assessment, being 2026.

1.1.3 This bid document is structured as follows:

- Section A : Introduction and Terms of Reference
- Section B : Conditions of Bid
- Part 1 : Evaluation Criteria
- Part 2 : Additional Bid Requirements
- Part 3 : Recommendation and Appointment of Bidders
- Section C : Conditions of Contract

2. DURATION OF CONTRACT

2.1 The contract will be for a period of one (1) year.

3. TECHNICAL SPECIFICATIONS

3.1 This bid is for the appointment of a suitably qualified company, to provide a team of experts to perform the independent verification agent service as part of the grant management of the metro trading services reform (MTSR) programme, for one annual assessment in 2026.

3.2 The MTSR is a national government programme led by the NT in collaboration with relevant national departments, to incentivise improvement in service delivery in the three trading services (water and sanitation; electricity and energy; and solid waste management), by providing a performance-based incentive (PBI) conditional grant to the metropolitan municipalities (metros).

3.3 The MTSR is part of a broader set of intergovernmental fiscal reforms being led by the IGR Division of NT, including a forthcoming inter-governmental fiscal review. The MTSR is also a central action of Phase 2 of the Presidency's Operation Vulindlela's Local Government reform agenda.

3.4 The MTSR seeks to ensure operationally and financially sustainable metropolitan trading services that improve capital and infrastructure spending and overall service delivery performance. The MSTR seeks to achieve this through reforms that:

3.4.1.1 improve accountability and governance for the trading service at metro level, by including establishing a single point of management accountability for the service and strengthening management and technical capability;

3.4.1.2 strengthen the financial performance of the trading services, through financial transparency, an improved financial relationship between the metro and each trading service, and improved operating cost recovery; and

3.4.1.3 increase investment in trading services infrastructure, including funds from internally generated revenue (own revenue and metro borrowing).

3.5 The MTSR programme consists of (a) a framework for improving accountability, financial and operational performance of the three trading services, including Council-agreed performance targets; (b) financial resources, including a financial incentive, the PBI grant, to reward metro achievement of performance targets; and (c) implementation arrangements for grant administration, metro oversight, and metro support.

3.6 Metro access to their share of the incentive grant is based on performance: - the achievement of specific results. Participation in the MTSR requires preparation and Council approval of Performance Improvement Action Plans (A3-PIAPs) for each trading service. These come in three versions over time (v1, v2 and v3) and must adhere to prescribed templates and definitions. The A3-PIAPs reflect clear targets and a five-year budget envelope to achieve those targets, supported by sources of funding.

3.7 Metro trading services performance plans and targets must be incorporated in the metro budgets and approved by Council. The metros' access to the incentive grant per metro trading service depends on its performance against targets.

3.8 A first cohort of twelve metro trading services (6 x water & sanitation, 6 x electricity and energy) entered the MTSR in the 2025/26 financial year. The second cohort of twelve further metro trading services (2 x water & sanitation, 2 x electricity and energy and 8 x solid waste management) are expected to enter the Programme in the 2026/27 financial year.

- Comprehensive documentation on the MTSR is available on the National Treasury website at the links below - Metro Trading Service Reform
- Guidance Notes #1, #2, #3, #4 and #5;
- Resource Documents (W&S, E&E, & SWM);
- Indicator definitions (Annexure to Addendum to Guidance Note 4).

3.9 ***Independent verification of performance is a key feature of this performance-based conditional grant.*** ***Independent verification of performance is a key feature of this performance-based conditional grant.***

3.10 ***This TOR is to source an Independent Verification Agent (IVA) to perform this function, for only the 2026 assessment.***

3.11 ***The IVA for the MTSR programme PBI grant will independently verify metro performance against the targets set in the relevant Performance Improvement Action Plan (A3-PIAP) for each of the three trading assessment.***

4. THE INDEPENDENT VERIFICATION PROCESS

4.1 Independent verification of performance is a key feature of this performance-based conditional grant. This ToR is to source an Independent Verification Agent to perform this independent verification function, for the 2026 assessment.

4.2 The purpose of the Independent Verification Agent (IVA) is to independently verify metro performance against the targets set in the Performance Improvement Action Plan (A3-PIAP) for each of the three trading services.

4.3 The IVA conducts verifications, rather than audits or assessments. This terminology helps to clarify the specific role of the IVA, which is necessarily quite distinct from the responsibilities of the Office of the Auditor-General, national or metropolitan governments, or any other stakeholder.

4.4 The key requirement is that IVA should deliver independent senior professional judgements on whether the annual performance claims of participating metro trading services (in respect of up to 30 minimum commitments and performance indicators) are verified, verified after query, or not verified after query.

4.5 The participating metros will upload their claimed performance of each trading service as of 30th June, during the period 15 August to 30 September each year, this uploading of information by the metros will be on an existing NT reporting portal that has been developed for this purpose.

4.6 The IVA will then verify this claimed performance, by 31 October, to allow the verified performance incentive results to timeously enter national and metro budget processes for the following financial year. Each metro trading services verification has two parts

- Verification that Council has promised (made), achieved and maintained the eight minimum commitments (defined in the Annexure to Addendum to Guidance Note 4), as the case may be:
    - M1 SPoMA Service Compact
    - M2 SPoMA Appointment
    - M3 SPoMA Organisational Structure
    - M4 SPoMA Delegations
    - M5 Financial Model and Business & Investment Plan
    - M6 Budget support of Trading Service business and investment plan
    - M7 Financial Transparency – separate Annual Financial Statements (AFS)
    - M8 Support for management of organisational change and increased delivery
- Verification of performance results against Council approved targets set in A3-PIAP_v2 or A3-PIAP_v3. Targets are set, and performance claimed, for 18 (E&E), 19 (SWM) and 22 (W&S) performance indicators covering accountability, finance and operations. Definitions and evidence requirements for these are also set out for each in the Annexure to Addendum to Guidance Note 4).

4.7 The verification process must be undertaken annually, for each participating metro trading service, which implies up to 24 (three for each of the eight participating metros) verifications per year once implementation is fully underway.

4.8 The Metro Trading Services will upload their A3-PIAP v2 annual results for each applicable indicator, for five years, into the MTSR Performance Verification System (PVS) portal on the MTSR website.

4.9 One year later, and for every subsequent year, the Metro Trading Services will upload their claimed annual performance for each indicator, with the prescribed accompanying evidence, on the same PVS portal.

4.10 **In summary: Between August and October each year, the IVA will access the uploaded performance targets, claims, and evidence through the PVS portal, and use this to arrive at one of three conclusions for each Minimum Commitment and performance indicator:**

Table 1: Minimum Commitment and performance indicator

	Name	Functional meaning	Process detail
1.	Verified	Verified original performance result	The original claimed performance result and evidence was verified.
2.	Verified after query	Verified amended performance result	After an IVA query, the claimed performance result and/or evidence was amended by the metro and verified.
3.	Not verified after query	Unverified performance result	After an IVA query, the claimed performance result and/or evidence (whether original or amended) could not be verified.

4.11 An IVA query is warranted if the claimed performance appears inconsistent or improbable to the IVA; and is limited to requesting the metro trading service to upload further evidence and/or change its claimed performance, to address the concern raised.

4.12 ***The IVA will access evidence only through the portal. To protect the independence of the verification process, the IVA should not make itself available for direct contact with metros but should adhere to the highest level of verification and due diligence.***

4.13 The IVA may not reach a `not verified after query' conclusion without first generating a query.

4.14 The PVS portal will automatically alert the accountable metro officials to address the query within a specified timeframe. The IVA must decide whether the query is adequately addressed, or whether any further information provided adequately substantiates the claimed performance. The IVA must arrive at a decision irrespective of whether the query has been responded to by the deadline.

4.15 **The IVA will annually produce the following products, based on the verifications it has uploaded to the portal:**

- 1 (one) x Consolidated Performance Verification Report per year, providing a summary of IVA findings across all participating metros and trading services;
- 1 (one) x Sectoral Performance Verification Report, which reports on MTS performance per trading service, covering all aspects of the metro A3-PIAP's to be verified, including minimum commitments; and
- 1 (one) x Metro Performance Verification Report which reports on MTS performance per metro, also covering all aspects of the metro A3-PIAP's to be verified, including minimum commitments.

4.16 Verification reports will have MTSR IVA branding and will not specify the name of the successful bidder to protect independence of the process).

4.17 In addition to the annual verifications noted above, National Treasury may commission emergency verifications if information reaches the grant administrator that one or more of the minimum commitments is not being maintained as required. Such emergency verifications would necessitate a specified scope depending on the circumstances, but the systems and infrastructure described above will be utilised. The IVA would then generate an Emergency Verification Report as commissioned.

4.18 A first cohort of twelve metro trading services (6 x water & sanitation, 6 x electricity and energy) entered the MTSR in 2025/26.

4.19 The second cohort of twelve further metro trading services (2 x water & sanitation, 2 x electricity and energy and 8 x solid waste management) are expected to enter the programme in 2026/27.

4.20 Within each cohort, the number of verifications increases, and the verification type changes, as the programme develops

5. PROJECT MANAGEMENT AND LOGISTICS

5.1 The IVA team and its supporting company will be directed by the NT grant manager, being the NDPP Chief Directorate in the NT.

5.2 **Work Location:** The work of the IVA will largely be virtual, with no particular location specified. However, limited in-person engagements will be required (in Gauteng) for induction or other purposes.

5.3 **Logistics:** In this automated and controlled work process, IVA members will access metro trading services targets, claimed performance and evidence through the MTS Performance Verification System portal (PVP) of the NT

5.4 The Service Provider will be expected to provide their own equipment.

5.5 The costs of any necessary flights and accommodation can be claimed from the NT on a monthly basis.

5.6 **Work effort:** For this 2026 IVA support requirement, it is anticipated that the workload would be concentrated in the period of August 2026, to 31th October 2026, when final verifications must be delivered.

5.7 It is possible that emergency verifications may also be required at ad hoc times.

5.8 **Evolving programme:** The MTSR is a newly established programme: aspects of grant design affecting the work of the IVA, including indicator definitions and evidence requirements, are subject to change and refinement and may be updated from time to time.

6. WORKLOAD AND CAPACITY REQUIRED

6.1 In order to deliver the independent senior professional judgements on the annual performance claims of participating metro trading services, **the IVA should consist of, for this 2026 assessment, a four-person expert team with substantial knowledge of the governance, financial and service delivery performance data and performance metrics of metropolitan municipalities, and collectively have extensive employment or consulting experience in:**

- management of trading services utilities, municipal-owned entities and conventional municipal trading services departments in South Africa and internationally
- utility and municipal finance and financial management
- utility and municipal management, change management, and public administration

6.2 Individual experts may have different combinations of these, and highly specialized skillsets are not expected.

6.3 The experts must be sufficiently knowledgeable, skilled and experienced, to:

- assess the realism of the claimed (operational, financial, and accountability) performance based on the specified evidence provided;
- query the claim or evidence only as necessary and very specifically, and reach correct and definitive verification decisions, within the constraints of the performance verification system and the annual budgeting timelines.

6.4 **Although individual experts may lead the verification for an assigned part of the performance framework, this may not be a set of disparate individual verifications. Each indicator verification must be a collective decision of the entire IVA, and IVA members must be able to contribute beyond one performance area, to adequately benefit from the overlapping skills and experience of IVA members.**

6.5 IVA independence is essential and should be protected because of the reputational risk it carries for the IVA itself and for the MTSR. Despite their intimate knowledge of local government and utility services, **the proposed experts should not be working on the MTSR (whether for metros or national departments); nor have any other conflicts of interest.**

6.6 Prior to appointment of the successful service provider. The NT will require the company and experts to sign a NDA to acknowledge an agreement to protecting the independence of the IVA procedures and processes.

6.7 The GTAC seeks to procure the services of a reputable and experienced company, who can provide a team of 4 experts - these 4 experts will provide the independent verification service for the MTS programme, for the 2026 assessment.

- A suitable company would have at least 6 years' experience of supporting metros specifically on trading services related performance improvements. In addition to having the required knowledge and skills, the members of the IVA team must be able to sign a declaration that they are able to act as credible and neutral actors in the process of assessments and that they have no current involvement with metro trading services that would serve as a conflict of interest to their role in the IVA.
- The company must provide a multidiscipline team who must be able to function as a coherent team, and the team would have the following specialisation:
  - 1 x metro trading services general management senior expert
  - 1 x metro trading services financial performance senior expert
  - 1 x water and sanitation trading services senior expert

- 1 x energy and electricity trading services senior expert
- trading services senior expert, but for this 2026 annual assessment tender this is not required. **One of the 4 team members must also be allocated to play the role of a team leader, and this must be clearly stipulated in the respective CV. Only ONE CV for each expert must be provided.**

The below table shows the estimated level of effort anticipated for one full annual assessment process, this information must be used in the preparation of the fee's proposal.

Table 3: Level of Effort

Estimated Level of effort for 1 full assessment cycle /annual		
Expert	**No. of Experts**	**Anticipated Time Input for each Expert in Staff-Days**
Team Leader		10
Team member 1: Metro trading services general management senior expert	1	40
Team member 2: Metro Trading services financial performance senior expert	1	40
Team member 3: Water and Sanitation trading services senior expert	1	40
Team member 4: Energy and electricity trading services senior expert	1	40
Project Management by Company		5%

7. PART 1: EVALUATION CRITERIA

7.1 GTAC has set minimum standards that bidders must meet to be selected as the successful bidder. The successful bidder will be awarded the contract for the above duration of the service requirements and will be selected based on the evaluation phases as outlined below:

Table 4: Evaluation Criteria

Evaluation Phase	Description
Phase 1	**Stage 1A: Administrative Compliance: Non-Disqualifying** A bidder is required to submit the administrative compliance documents as referred to in paragraph 7.2. **Stage 1B: Mandatory Compliance – Disqualification/ Pre-Qualification** Failure to submit any of the required mandatory documents will lead to disqualification. Refer to paragraph 7.4,
Phase 2	**Technical Evaluation: Desktop Evaluation** Bidders must submit information as per the Bid Submission Requirements. The submitted technical proposal must respond to the Technical Evaluation criteria cited in these Terms of Reference. The Technical proposal will be evaluated out of 100 % with a Threshold of **70 %.** Only bidders who meet the threshold will be considered for the Price and Specific Goals evaluation.
Phase 3	**Price and Specific Goals**

	Preference points in the 80/20 formula will be awarded to bidders for attaining a score for Specific goals as indicated in Table 8. Bidders must provide the required information for evaluation purposes.

It should be noted that the stages are considered to be separate processes. These three phases are mutually exclusive and will be treated as such in the appraisal.

7.2 Stage 1a: Administrative Compliance (Non-Disqualification)

During this phase, bid documents will be reviewed to determine compliance with tax matters and the Central Supplier Database (CSD) at the closing date and time of the bid. Bidders must submit all returnable documents as outlined in the table below using the designated electronic e-procurement system.

Table 5: Bid requirements compilation and submission:

Document to be submitted	Requirement
SBD 1- Invitation to Bid	Complete the supplied pro forma document on the e-procurement system.
Central Supplier Database (CSD) Registration Report, or CSD registration number, and Valid Tax Compliance Status Verification.	Bidders **must** be registered on the Central Database System (CSD) at the closing date and time of the bid. NB: The bidder must submit, in the case of a Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Verification and/or SARS-issued pin code for both companies must be submitted (which will be verified).
SBD 4 - Bidder's Disclosure (Refer to note below)	Complete the supplied pro forma document on the e-procurement system.
Note: Bidders must complete the SBD 4 document as provided on e-procurement. A bid may be disqualified if this disclosure is found not to be true and complete in every respect. The following definitions should be considered when completing the form: - ''Person'' means a bidder or supplier or shareholder, director, trustee, partner, or member of a bidder or supplier having the controlling interest in the bidder or supplier. - ''State'' means a national or provincial department, a national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament	
SBD 6.1 - Preferential Point Claim form in terms of the Preferential Procurement Regulation (PPR) 2022.	Complete the supplied pro forma document on e-procurement system i.e SBD 6.1 and Specific Goals tab as provided on the e-procurement system.

Document to be submitted	Requirement
	Failure to complete the SBD 6.1 will result in the bidder forfeiting points for specific goals.
CIPC documents	Shareholding portfolio by proof of registration of the company with Companies Intellectual Property Commission. An additional document detailing the shareholding of the bidder in an organogram format in support of the proof of company registration must be submitted by bidders at the closing date and time.
Signed teaming agreement	In the case of a Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted

7.3 **Tax Clearance Status**

A valid tax PIN / Central Supplier Database (CSD) number must be provided for purposes of verifying that the tax matters of the bidder are in order. Bidder's tax matters must be compliant at the time of award. In the case where a bidder's tax matters are non-compliant, a bidder will be given a maximum of seven (7) working days to remedy the tax matters. Failure to remedy this will invalidate the bid.

No award shall be made to a bidder whose tax affairs are not in order.

GTAC reserves the right to withdraw an award made or cancel a contract concluded with a successful bidder if it is established that such bidder was not tax compliant at the time of the award.

GTAC further reserves the right to cancel a contract with a successful bidder if such bidder does not remain tax compliant for the full term of the contract

7.4 **Phase 1B: Mandatory Requirements (Disqualification)**

Bidders must submit a responsive proposal in accordance with these terms of reference and below the minimum prequalification. Failure to adhere to any of these requirements will result in disqualification.

7.4.1 Bidders must be registered on the Central Supplier Database (CSD) on the closing date of the bid (RFB).

7.4.2 Submission of a technical proposal is required. A bidder is required to submit no more than one (1) CV for each of the 4 experts required. If a bidder submits more than 1 CV, only the first CV shall be considered for evaluation.

7.4.3 Submission of a pricing schedule/financial proposal is required as per SBD 3.3, and must be completed as indicated in the e-procurement portal. Non-submission of the pricing schedule will invalidate the bid

7.4.4 Any bidder representative (Director/Shareholder/Proposed Resource) who is employed by the state will not be considered. i.e., if a bidder representative is in the employment of the state, such a bid proposal will not be considered.

7.5 **Phase 2: Functionality Evaluation**

7.5.1 Bids will be evaluated strictly in accordance with the bid evaluation criteria stipulated in this ToR. In a case where there is a difference between the contents of this ToR and the e-procurement system, the ToR takes precedence.

7.5.2 During this phase, bidders' responses will be assessed based on functionality. To proceed to the next phase of evaluation, bidders must achieve a minimum total score of **70%** for the functional requirements. Only bidders who are compliant with mandatory requirements will be considered for functionality evaluation. Failure to meet the minimum functionality threshold will result in disqualification from further evaluation.

7.5.3 Bidders are required to submit supporting documentation for all functional requirements as part of their bid submission. The Bid Evaluation Committee (BEC) will assess and score each bid based solely on the submitted documentation and the information provided. Failure to provide adequate supporting documents may result in a lower functionality score.

7.5.4 Proof of Qualifications: Bidders must upload/submit qualification certificates as well as all required certificates. Certified copies will be requested in the event that the bid is successful and before an agreement can be concluded.

7.5.5 Please note that a Certificate of Membership shall not be deemed as proof of educational qualification (Education qualifications refer to certifications issued by an institution of higher learning, e.g., certificate, diploma, degree, etc.)

7.5.6 Non–submission of qualifications will lead to a score of zero for the qualifications technical criterion.

7.5.7 All international qualifications must be accompanied by South African Qualifications Authority (SAQA) Accreditation. and in the case of foreign qualifications, it is the responsibility of the bidder to ensure SAQA accreditation is confirmed and submitted.

7.5.8 Non–submission of SAQA confirmation will lead to a score of zero for the qualification's technical criterion.

7.5.9 Each criterion will be assigned a score, which will then be multiplied by the designated weighting for that criterion. The total score will be calculated by summing these weighted scores and expressing the result as a percentage of the highest possible score. Bidders are encouraged to ensure that their submissions are complete and clearly demonstrate compliance with the functional requirements.

7.5.10 Despite their intimate knowledge of local government and utility services, the proposed experts should not be working on MTSR (whether for metros or national departments); nor have any other conflicts of interest.

Table 5: Functionality Criteria

	EVALUATION CRITERIA	WEIGHT	SCORING CRITERIA
1	**Track Record of the Company**	20	
1.1	**Company Experience:** A suitable company would have at least 6 years' experience of supporting metros specifically on trading services related performance improvements.	5	5 = more than 9 years 4 = 7 - 9 years 3 = 6 years 2 = 3 - 5 years 1 = less than 3 years
1.2	**Proven Track Record of the company -** Reference Letters with a a list assignments showing the company's track record: of work on similar projects: in providing support to metros in trading services, governance, audits and administration: provide evidence of years of relevant support and contact details for references. The reference letters should contain the following: Description of the project, Client name, Client contact	15	5 = 5 or more reference letters submitted. 4 = 4 reference letters submitted. 3 = 3 reference letters submitted. 2 = 2 reference letters submitted. 1= 1 or none reference letters submitted

	EVALUATION CRITERIA	WEIGHT	SCORING CRITERIA
	(i.e., email or office number), Project duration and should be on the client letterhead and signed. (This will be evaluated based on submitting dated and signed reference letters with a list of assignments from different clients attesting to the completion of projects that are relevant to this bid, and with contactable references)		
2	**Team Composition: qualifications and experience**	80	
2.1	**IVA Team member 1: Metro trading services general management senior expert**	20	
2.1.1	**Qualifications: Honors degree or post grad in** Business Administration or relevant Masters in management	5	5= PhD (NQF 10) or higher 4= Masters degree (NQF 9) 3=Honours degree or Post Graduate Diploma (NQF 8) 2 = Bachelors' Degree/Advanced Diploma (NQF 7) 1 = National Diploma/(NQF6) or or less
2.1.2	**Experience:** At least 10 years Senior management level work experience, in utility and municipal management, change management, and public administration with trading services utilities, municipal-owned entities and conventional municipal trading services departments in South Africa	15	5= >13 years 4= 11-13 years 3= 10 years 2= 7-9 years 1= <6 years
2.2	**IVA Team member 2: Metro Trading services financial performance senior expert**	20	
2.2.1	**Qualifications**: Honours or higher qualification in Business Administration, Finance, Accounting, Economics, Law, Public Administration	5	5= PhD (NQF 10) or higher 4= Masters degree (NQF 9) 3=Honours degree or Post Graduate Diploma (NQF 8) 2 = Bachelors' Degree/Advanced Diploma (NQF 7) 1 = National Diploma/(NQF 6) or or less
2.2.2	**Experience** At least 10 years' experience in utility and municipal finance and financial management.	15	5= >13 years 4= 11-13 years 3= 10 years 2= 7-9 years 1= <6 years
2.3	**IVA Team member 3: Water and Sanitation trading services senior expert**	20	
2.3.1	**Qualifications: Professional registration and relevant**	5	5 = Pr Eng (ECSA) in a

	EVALUATION CRITERIA	WEIGHT	SCORING CRITERIA
	engineering qualification (Water & Sanitation Expert) The bidder must provide a relevant engineering qualification(s) and proof of current registration with the Engineering Council of South Africa (ECSA) in a civil/water discipline.		civil/water discipline **and** a relevant postgraduate qualification (MBA). 4 = Pr Eng (ECSA) in a civil/water discipline. 3 = Pr Tech Eng (ECSA) in a civil/water discipline. 2 = Engineering technologist/technician qualification (NQF 6–7) in a civil/water discipline, but no ECSA professional registration submitted. 1 = No relevant qualification and/or no proof of professional registration submitted.
2.3.2	**Experience:** At least 10 years Senior management level work experience with W&S service trading services utilities. List of experience and or projects involved in the W&S service should be clear, with timeframes added	15	5 = 15 years or more relevant experience 4 = 11 – 14 years of relevant experience 3 = 10 years of relevant experience 2 = 8 -9 years of relevant experience 1 = 7 years or less experience
2.4	**IVA Team member 4 (Electricity and Energy trading services senior expert**	20	
2.4.1	**Qualifications: Relevant Engineering (Pr Eng electrical)**	5	5 = Pr Eng (ECSA) in an electrical discipline **and** a relevant postgraduate qualification (MBA). 4 = Pr Eng (ECSA) in an electrical discipline. 3 = Pr Tech Eng (ECSA) in an electrical discipline. 2 = Engineering technologist/technician qualification (NQF 6–7) in an electrical discipline, but no ECSA professional registration submitted. 1 = No relevant qualification and/or no proof of professional registration submitted
2.4.2	**Experience:**	15	5 = 15 years or more relevant

	EVALUATION CRITERIA	WEIGHT	SCORING CRITERIA
	10 years Senior management level work experience with E&E trading services utilities. List of experience and or projects involved in the E&E service should be clear, with timeframes added		experience 4 = 11 – 14 years of relevant experience 3 = 10 years of relevant experience 2 = 8 - 9 years of relevant experience 1 = 7 years or less experience
	Total Technical Score	100	
	MINIMUM THRESHOLD	**70%**	

ONLY BIDDERS THAT MEET THE 70 % THRESHOLD WILL BE CONSIDERED FOR THE PRICE AND SPECIFIC GOALS EVALUATION IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION (PPR) 2022.

7.6 **Phase 3: Price and Specific Goals Evaluation**

7.6.1 The Preferential Procurement Evaluation will be based on the 80/20 principle. The applicable formula (80/20) will be utilised to evaluate the bid, of which eighty (80) points are allocated for the price as allocated in the enclosed form SBD 6.1. which must be completed, and the remaining twenty (20) points are allocated for the specific goals as indicated in Table 6 below.

7.6.2 Prices quoted for all goods and services must be furnished based on supply and delivery.

7.6.3 The pricing schedule (SBD 3.3) provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof..

7.6.4 Prices submitted for in this bid must be filled in on the field provided on the pricing schedule supplied with the bid. Price structures that do not comply with this requirement may invalidate the bid.The bid prices must include all handling fees, delivery costs, and VAT.

7.6.5 GTAC reserves the right to negotiate the price offer or rates with the recommended bidder(s

7.6.6 Failure to complete any field in the pricing schedule will result in the disqualification of the relevant line item.

7.6.7 Proof of equity ownership and related matters

7.6.8 The specific goals contemplated in table 6 below must be equated to the percentage of an enterprise or business owned by individuals or, in respect of a company, the percentage of a company's shares that are owned by individuals, who are actively involved in the management of the enterprise or business and exercise control over the enterprise, commensurate with their degree of ownership at the closing date of the tender.

7.6.9 In the event that the percentage of ownership contemplated in table 6 below changes after the closing date of the tender, the tenderer must notify the Office, and such tenderer will not be eligible for any preference points.

7.6.10 Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.

7.6.11 All claims made for specific goals must be considered according to the following criteria:

7.6.11.1.1 Equity in private companies must be based on the percentage of equity ownership, and

7.6.11.1.2 Preference points may not be awarded to public companies and tertiary institutions.

7.6.12 Equity claims for a Trust may only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the Trust,

7.6.13 Documentation to substantiate the validity of the credentials of the trustees contemplated must be submitted to the Office.

7.6.14 A consortium or Joint Venture may claim points for specific goals, based on the percentage of the contract value managed or executed by individuals who are actively involved in the management or exercise control of the respective parties of the consortium or Joint Venture.

7.6.15 A tenderer must submit proof of its ownership.

7.6.16 A tenderer who does not submit proof of their ownership may not be disqualified from the bidding process, but they score points out of 80/20 for price and zero (0) points out of 80/20 for specific goals.

7.6.17 Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.

7.6.18 Specific Goals

7.6.18.1 The following will be used to calculate the points for historically disadvantaged individuals as well as specific goals.

a) A maximum of 5 points may be awarded to a bidder for being a historically disadvantaged individual and/or subcontracting with a historically disadvantaged individual and/or achieving any of the specified goals stipulated in regulation 2022 of the Preferential Procurement regulations. For this bid, the maximum number of points that could be allocated to a bidder is indicated in the paragraph above. The State reserves the right to arrange contracts with more than one contractor.

b) The government intends to promote the following goals with this bid, and the points to be allocated are indicated against each goal:

Table 6: Preference Point System

Bidders are required to complete the SBD 6.1 forms in order to claim preference points. Only a bidder who has completed and signed the declaration part of the SBD 6.1 preference points claim forms will be considered for preference points.

#	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
1.	**The company owned by Historically Disadvantaged Individuals (HDI) (Black).** • 100% company owned by HDI (blacks) = 5 points • 75% - 99% company owned by HDI (blacks) = 3 points • 60% - 74% company owned HDI (blacks) = 2 point • 51%- 59% company owned by HDI (blacks) = 1 point • 0 - 50% company owned by HDI (blacks) = 0 point	5 points	**Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status:** • Company Registration Certification/document (CIPC) • Company Shareholders certificate • Certified identification documentation of company director/s • CSD report/ CSD registration number (MAAA number) • a Consortium, Joint Venture, or Trust (Issued by verification agency accredite d by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, o r Trust.
2.	**The company owned by Women.** • 100% company owned by women = 5 points • 75% - 99% company owned by women = 3 points • 60% - 74% company owned by women = 2 point • 51%- 59% company owned by women = 1 point • 0 - 50% company owned by women = 0 point	5 points	
3	**The company owned by people who are Youth.** • 100% company owned by Youth = 5 points • 75% - 99% company owned by Youth = 3 points • 60% - 74% company owned by Youth = 2 point • 51%- 59% company owned by Youth = 1 point • 0 - 50% company owned by Youth = 0 point	5 points	

#	Specific goals	Score	Required proof/ documents to be submitted for evaluation purposes
4	**The company owned by people who are disabled.** • 100% company owned by people who are disabled = 5 points • 75% - 99% company owned by people who are disabled = 3 points • 60% - 74% company owned by people who are disabled = 2 point • 51%- 59% company owned by people who are disabled = 1 point • 0 - 50% company owned by people who are disabled = 0 point	5 points	

The CSD report shall be used as evidence to confirm / award points for specific goals. It is the responsibility of the bidding entity to ensure that the information on the CSD is updated.

Table 7: Definitions

Terminology	Definition
Black People	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.
"Specific Goals"	means specific goals as contemplated in section 2(1)(d) of the Act, which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability, including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
Historically Disadvantaged Individual (HDI)	means a South African citizen: who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the interim Constitution); and/or who is a female; and/or who has a disability. provided that a person who obtained South African citizenship on or after the coming into effect of the Interim Constitution is deemed not to be an HDI;

c) The points scored by a bidder in respect of the goals indicated above will be added to the points scored for price.

d) Bidders are required to complete the SBD 6.1 forms in order to claim preference points. Only a bidder who has completed and signed the declaration part of the SBD 6.1 preference points claim forms will be considered for preference points.

e) The bidders must submit Identity Documents (ID), Central Supplier Database (CSD) and CIPC registration documents. These documents will serve as proof of ownership and directorship of the company.

f) Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will not be allocated with the points claimed.

g) The State may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made about preference.

h) Points scored will be rounded off to the nearest 2 decimals.

i) If two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

j) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

k) Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.

l) Failure on the part of the bidder to claim points for specific goals will give the bidder a score of zero (0).

8. PART 2: ADDITIONAL BID REQUIREMENTS

8.1 TERMS AND CONDITIONS

8.2 Counter Conditions

8.2.1.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

8.2.1.2 GTAC reserves the right to terminate the Agreement/award or temporarily defer the provisioning of the Services, or any part thereof, at any phase with immediate effect on written notice to the Service Provider, should the GTAC in its sole and absolute discretion, decide not to proceed with the Services.

9. PROHIBITION OF RESTRICTIVE PRACTICES

In terms of section 4(1) 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:

9.1 Directly or indirectly fixing a purchase or selling price or any other trading condition.

9.2 Dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or

9.3 Collusive bidding.

9.4 If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and 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.

10. BENEFICIAL OWNERSHIP

The bidder/s are required to provide the information below for transparency.

10.1 A beneficial owner of a company is an individual who, directly or indirectly, ultimately owns that company or exercises effective control over that company.

10.2 Companies are required to keep a register of their beneficial owners and to provide this information to the Companies and Intellectual Property Commission (CIPC). The CIPC maintains a central register of beneficial ownership information.

10.3 The beneficial ownership regime in South Africa is intended to improve transparency and accountability in the corporate sector. It is also intended to help prevent money laundering and terrorist financing.

10.4 Companies are required to keep a register of their beneficial owners and must disclose in their bids the following information, as provided for in their register for the information of each beneficial owner:

- Name
- Date of birth
- Identity number or passport number
- Residential address
- Occupation
- Nature and extent of control over the company

11. SUBMISSION OF BIDS

Online bid submission
To respond to this tender, bidders are required to register on the GTAC e-procurement system, using the following link: https://vendorportal.gtac.gov.za/

The registration process involves the following steps:

a. Register as a portal user. This is the process of creating a user account on the vendor portal/e-procurement system. This will allow the user to view and respond to tenders.
b. Capture the supplier details. Registering the company details allows the bidder to enter information and upload documents.

To respond to this tender:

c. Log in to the portal https://vendorportal.gtac.gov.za/
d. Navigate to the tender menu.Select “Formal” and click on “Current”.
e. A list of available tenders/RFQ will be available, and the bidder to select the tender number (e.g. TENxxxxx) to start the submission process.

Detailed instructions on how to register on the e-procurement system are available at (https://docs.corelab.co.za/Home/ViewContent?productid=1&sectionid=2&contentid=1165)

The capturing process is in the form of a wizard, with the system guiding you through each step. Once all the required information is completed, remember to submit your bid. Only submitted bids will be eligible for the award.

NB: Only electronic submission of bids on the GTAC e-procurement system is allowed. Do not submit hard copy bids to GTAC, as these will not be considered.

NB: Submissions received after the closing date and time will not be accepted.

For any enquiries, email:rfp@gtac.gov.za or contact the vendor support desk at: https://vendorportal.gtac.gov.za/Contact.

12. COMMUNICATION AND CONFIDENTIALITY

12.1 GTAC's Professional Services Procurement (PSP) unit will only communicate with bidders by email where bid clarity is sought, to obtain information or to extend the validity period. For any enquiries, email: psp@gtac.go.za. The submission reference must be included in the subject line of the email. GTAC will only respond to email communication during business hours.

12.2 Alternatively, contact the e-procurement portal support desk at: https://vendorportal.gtac.gov.za/Contact.

12.3 Any communication by the bidder (either by facsimile, letter, electronic mail or any other form of correspondence) to any government official, representative, or a person acting in an advisory capacity for GTAC in respect of this bid between the closing date and the award of the bid is prohibited.

13. NEGOTIATIONS

13.1 The State reserves the right to negotiate with the shortlisted bidders prior or post award. The terms and conditions for negotiations will be communicated to the shortlisted bidders prior to invitation to negotiations. This phase is meant to ensure value for money is achieved through the measure of quality that will assess the monetary cost of the goods or services against the quality and or benefits of that goods or services.

14. DUE DILIGENCE

14.1 The State reserves the right to:

14.1.1 Conduct due diligence during the evaluation process to determine the ability of the bidder to honour contractual obligations that might emanate from this tendering process. The due diligence is not only limited to the bidder but to all parties the bidder might have confirmed to do business with for the fulfilment of the contract that might be awarded.

14.1.2 Conduct due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

14.2 Conduct any evaluation verifications prior to final award or at any time during the contract term period.

15. CONTRACTING AUTHORITY

15.1 The Contracting Authority will be the Government Technical Advisory Centre (GTAC).

16. OTHER BID CONDITIONS

16.1 Prior to the appointment, the recommended service provider may be required to submit additional supporting documentation.

GTAC reserves the right to negotiate the final offer with the recommended bidder before the award.

17. BID VALIDITY PERIOD

17.1 The RFP will be valid for ninety (90) days from the closing date of the bid (RFP).

18. LEGAL IMPLICATIONS

18.1 The successful service provider must be prepared to enter into a service-level agreement with GTAC.

19. CLARIFICATIONS

19.1 Requests for clarification must be made in writing by e-mail to rfp@gtac.gov.za. Telephonic enquiries for clarification will not be accepted.

19.2 Requests for clarification will be accepted by GTAC as specified in the bid document. The tender reference must be included in the subject line of the email.

20. BRIEFING SESSION

20.1 Non-compulsory – Virtual: Date and time of the briefing session (information to be included on the cover page)

END

Pricing submission

Estimated Level of effort for 1 full assessment cycle 2026				
Expert	**No. of Experts**	**Anticipated Time Input for each Expert in Staff-Days for one year**	**Daily rate excl vat**	**1 assessment 2026**
Team Leader		10		
Team member 1: Metro trading services general management senior expert	1	40		
Team member 2: Metro Trading services financial performance senior expert	1	40		
Team member 3: Water and Sanitation trading services senior expert	1	40		
Team member 4: Energy and electricity trading services senior expert	1	40		
Project Management by Company		5%		
Total				
Disbursements		5%		
VAT				
Total for a 2026 assessment				