



TENDER No: PWR 106/24

FOR

PWR 106/24: REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FINANCIAL ACCOUNTING SERVICES TO THE DEPARTMENT FOR A PERIOD OF THIRTY-SIX MONTHS

TENDER DOCUMENT

January 2025

Issued by
Head of Department Department of Public Works and Roads Private Bag X2080 Mmabatho 2735 Tel: 018-388-1440 Fax:

NAME OF TENDERER:

ADDRESS:

PHONE:

FAX:

EMAIL:



public works & roads

Department:
Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

ModiriMolema Road
Old Parliament Complex
Mmabatho, 2735
Private Bag X 2080, Mmabatho, 2735

SUPPLY CHAIN MANAGEMENT

Tel.: +27 (18) 388 4481
Email: @nwpg.gov.za

INVITATION TO BID

DESCRIPTION: PWR 106/24: REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FINANCIAL ACCOUNTING SERVICES TO THE DEPARTMENT FOR A PERIOD OF THIRTY-SIX MONTHS

The conditions contained in the General Conditions of Contract (GCC) and the attached bid forms, as well as any other conditions accompanying this invitation, are applicable.

1. Kindly receive and attach the following documents:

- 1.1 SBD 1-Invitation to bid form
- 1.2 SBD 2 – Tax Clearance Requirements
- 1.3 SBD 4 –Declaration of Interest
- 1.4 SBD 6.1. Preference Points Claim in terms of the Preferential Procurement Regulation 2022

2. All the documents accompanying this invitation must be completed in detail where applicable, be sealed in an envelope and be deposited in the bid box before the closing date and time. The bid box is situated at the Gate House, Old Parliament Building, Department of Public Works and Roads, Mmabatho.

3. Duly completed and signed original bid documents should be sealed in an envelope marked:

BID NO : PWR 106/24

BID DESCRIPTION : REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FINANCIAL ACCOUNTING SERVICES TO THE DEPARTMENT FOR A PERIOD OF THIRTY-SIX MONTHS

CLOSING DATE : 21st February 2025

CLOSING TIME : 11H00

VENUE : PROVINCIAL DEPARTMENT OF PUBLIC WORKS AND ROADS, OLD PARLIAMENT BUILDING MMABATHO

5. For more information, please contact the following:

Department : Public Works and Roads

Contact Person : Mr. M.J Moipolai Tel (018) 388 1440

There will be a Compulsory briefing meeting on the 06th February 2025 at DPWR Gatehouse Boardroom @10h00.



4. BID REQUIREMENTS:

- 4.1 Late bids will not be considered. Please note that the bids are late if they are received at the address given in the bid document after the bid closing date and time.
- 4.2 All bidding Vendors must be registered on CSD (Central Supplier Database)
- 4.3 All bidding Vendors must have a valid bank account.
- 4.4 No Tippex or pencil is to be used on the bid document.
- 4.5 All the Relevant Forms attached to this bid documents must be completed and signed in ink where applicable by a duly authorized official.
- 4.6 Bid document must be filled with black ball pen

5. COMPULSORY DOCUMENTATION TO BE ATTACHED

- 5.1 Original completed and signed applicable Bid Documents
- 5.2 Certified copies of Company Registration Certificate.
- 5.3 Certified ID copies of Company Directors.
- 5.4 Tax clearance certificate / Tax compliance certificate and Pin.
- 5.5 CSD Report (Central Suppliers Database)

7. EVALUATION CRITERIA AND PROCESSES TO BE USED

- 7.1 The evaluation process will entail the following phases
 - Phase 1 – Evaluation on legal requirements
 - Phase 2 – Technical / Functionality requirements
 - Phase 3 – Evaluation on 80/20 Preference Points system



MS. O.P. MOKOLOBATE
ACTING DIRECTOR - SUPPLY CHAIN MANAGEMENT

31/01/2025
DATE





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Part T1: Tendering Procedures

T1.1. Tender Notice and Invitation to Tender

YOU ARE HEREBY INVITED TO TENDER FOR THE PWR 106/24 - REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FINANCIAL ACCOUNTING SERVICES TO THE DEPARTMENT FOR A PERIOD OF THIRTY-SIX MONTHS

TENDER NUMBER	: PWR 106/24
CLOSING DATE	: 21st February 2025
CLOSING TIME	: 11:00 AM
TENDER VALIDITY PERIOD	: 90 DAYS
BRIEFING SESSION	: Compulsory
BRIEFING SESSION VENUE	: DPWR Gatehouse Boardroom
BRIEFING SESSION TIME	: 10:00
BRIEFING SESSION DATE	: 06th February 2025
DESCRIPTION	: PWR 106/24 - REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FINANCIAL ACCOUNTING SERVICES TO THE DEPARTMENT FOR A PERIOD OF THIRTY-SIX MONTHS

T1.2. Tender Data

Clause number	
a.	The employer is the Department of Public Works and Roads, North West Provincial Government.
b.	The tender documents issued by the employer comprise: Part T1 Tendering Procedures T1.1. Tender Notice and Invitation to Tender T1.2. Tender Data Part T2 Returnable documents T2.1. List of Returnable Documents T2.2. Forms of Offer and Acceptance Part C1 Agreement and Contract Data C1.1. Forms of Offer and Acceptance C1.2. Contract Data Part C2 Pricing Data C2.1. Pricing Instructions C2.2. Activity Schedule/ Bill of Quantities Part C Scope of Work C 3.1. Scope of Work
C	The employer's representative is: Name Mr. M. J. Moipolai Address Department of Public Works and Roads Private Bag X2080 Mmabatho 2735
d.	Only those tenderers who score a minimum of 70 points in respect of the following quality criteria will be considered for the pricing and preference points stage.
e.	It is an absolute requirement that the taxes of the successful tenderer <u>must</u> be in order, or that suitable arrangements have been made with the Receiver of Revenue to satisfy them. Provide the Tax PIN (Refer Form A5 – Tax Clearance Certificate Requirements SBD2 in the List of Returnable)
f.	The arrangements for a Compulsory clarification meeting are: Location DPWR Gatehouse Boardroom Date 06 February 2025 Starting Time 10:00
g.	Tenderers are obligated to offer all parts of works, services or supply as specified in the contract data:

h.	Parts of each tender offer communicated on paper shall be submitted as an original
i.	The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are: Location of Tender Box Gatehouse Old Parliament Building Mmabatho Physical Address Ngaka Modiri Molema Road, Department of Public Works and Roads, Mmabatho, 2735
j.	A two-envelope procedure will not be followed.
k.	The tender offer validity period is 90 days.
l.	The time and location for opening of tender offers are: Time 11h00 Date 21 February 2025 Location Gate House, Old Parliament Building
m.	The minimum number of prequalification points for quality is 70% .
n.	The number of paper copies of the signed contract to be provided by the employer is one copy.

1. EVALUATION CRITERIA

- 1.1. Evaluation Stage One – Compliance with administrative requirements stated in the bid documents
- 1.2. Evaluation Stage Two – Mandatory Requirements
- 1.3. Evaluation Stage Three – Functionality
- 1.4. Evaluation Stage Four – 80/20 Preference Points

2. EVALUATION STAGE 1: ADMINISTRATIVE COMPLIANCE

Bids received will be verified for completeness and correctness. The Department reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided

The complete set of bid documents must be completed and submitted.

Bidders are to ensure that they submit the following documentation / information with their bid

DOCUMENT	COMMENTS	COMPULSORY REQUIREMENTS
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Bidders must be registered and compliant on the CSD.	Yes
Original Tender Document Issued	Completed and initialled on each page	Yes
SBD 1	Completed and signed	Yes
SBD 4 (Declaration of interest)	Completed and signed	Yes
SBD 6.1 (Preference Points)	Completed and signed	Yes

3. EVALUATION STAGE 2: MANDATORY REQUIREMENTS / LEGAL REQUIREMENTS

The Financial Accounting services firm should have the following qualifications to comply with the Pre-Qualification Requirements

- 3.1. Certified and valid/active copy of Company Registration Certificate
- 3.2. Valid Certified ID Copies of Directors
- 3.3. Valid Tax Compliance Status Certificate with PIN and tax compliant CSD report not older than 1 month from closing date of the bid.
- 3.4. Registered Chartered Accountants (CA (SA)) must lead the team (proof to be provided

4. EVALUATION STAGE 3 : FUNCTIONALITY CRITERIA

FUNCTIONALITY • Company's previous relevant experience including experience in preparation of Public Sector financial statements and Asset Management. Please provide reference letters as proof of similar work/ experience. • Methodology • Skills Transfer Plan • Experience and Qualifications of Key Personnel, CV's and copies of qualifications to be attached NB: See the below functionality criteria below.	
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NR	DESCRIPTION	POINTS	TOTAL	
1	Company's previous relevant experience including experience in preparation of Public Sector financial statements and Asset Management. Please provide an appointment letter and corresponding detailed reference letters		25	
	5 or more Reference letters	25		
	4 Reference letters	20		
	3 Reference letters	15		
	2 Reference letters	10		
	1 Reference letter	5		
2	Methodology The approach and methodology to be applied to achieve the deliverables, supported by a detailed project plan • Stage of Completion (Timeframes and Due Dates) • Planned Hours	15	30	
	Skills transfer plan Proposal should be well structured on how skills transfer will be implemented. Must be fully detailed, including handing over process.	15		
3	Experience and Qualifications of Key Personnel The bidder should submit CVs and Qualifications of its personnel which should include at least 2 Chartered Accountants (Registered with the Professional body) with not less than 6 years' experience in the Public Sector and in-depth knowledge of the operations of Provincial Government regarding auditing and financial statements. (Please attach CVs) Note: Points will only be allocated for Chartered Accountants with not less than 6 years' experience in the Public Sector Advisory and Preparation or review of compliant financial statements. The cost structure shall be formulated in a manner to reflect the cost per consultant per hour.	25	25	



4	Qualifications of consulting team:	20	20	
	At least 4 Consultants with degree in Accounting and completed SAICA Articles (As proof attach CV and qualifications)	(5 points)		
	At least 4 Consultants with at least 3 years post articles experience in the Public Sector experience (As proof attach CV and qualifications)	(5 points)		
	At least 4 Consultants with Accounting Degrees. (As proof attach CV and qualifications)	(5 points)		
	At least 2 Consultants with CFE qualification. (As proof attach CV and qualifications)	(5 points)		
5	TOTAL		100	

Functionality Points

- 4.1. Assessment of functionality with a minimum threshold of **70%** must be attained by the bidder before the proposal can be taken to the next stage of the evaluation, which is evaluation on price using the 80/20 Preference Point System.
- 4.2. Obtaining 70% threshold means that the bidder is responsive in respect to functionality points and qualifies for further evaluation on Price and Preference Point System

PREFERENCE POINT SYSTEM: 80/20

The specific goals allocated points in terms of this tender	Specific Goals – Ownership and location	Number of points allocated (80/20 system) (DPWR)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Ownership	Enterprises owned by black people OR people with disability – (minimum ownership 51%)	10	
Location	Enterprises based in the North West Province	10	
	MAX POINTS	20	

Specific Goals

Ownership will be verified through the Central Supplies Database by National Treasury and CIPC documentation. In case of JV, the leading partner documentation will be taken into consideration.



Locality- as proof attach the following:

- A municipal rates invoices in the name of the company submitting the bid that has been issued within the last three months or
- An affidavit or equivalent from an authorized traditional leaders or local councillor in regions where municipal rates invoices are not available, showing the township name and ERF number or physical address or
- Signed lease with a property owner located in that municipality/township may request a recent statement from the landlord

NB. Non - compliance on any of the above - mentioned items will result in bidders forfeiting preference points



Part T2: Returnable documents

T2.1. List of Returnable Documents

The tenderer must complete the following returnable schedules as relevant:

PART A INVITATION TO BID SBD 1

FORM A2 SBD4 BIDDER'S DISCLOSURE

**FORM A3 SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE
PREFERENTIAL PROCUREMENT REGULATIONS 2022**

FORM A4: SCHEDULE OF ADDENDA TO TENDER DOCUMENTS

FORM A5: TAX CLEARANCE CERTIFICATE REQUIREMENTS



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	PWR 106/24	CLOSING DATE:	21 st February 2025	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FINANCIAL ACCOUNTING SERVICES TO THE DEPARTMENT FOR A PERIOD OF THIRTY-SIX MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Modiri Molema Road					
Old Parliament Complex					
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:
PREFERENCE POINTS WILL BE AWARDED IN LINE WITH THE DEPARTMENTAL SPECIFIC GOALS					
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]		
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	Public Works & Roads	CONTACT PERSON	Mr. M.J. Moipolai		
CONTACT PERSON	Mrs. J. Hart	TELEPHONE NUMBER	018 388 1440		
TELEPHONE NUMBER	018 388 4476	FACSIMILE NUMBER			
FACSIMILE NUMBER		E-MAIL ADDRESS	MJMoipolai@nwpg.gov.za		
E-MAIL ADDRESS					

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), ONLINE OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT
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).
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.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, 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.,
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICES OF THE STATE.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
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
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.	

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

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

(Attach proof of authority to sign this bid; e.g. resolution of directors, etc.

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



FORM A2: SBD4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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



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

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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



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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



FORM A3: SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:



	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$



Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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



	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
OWNERSHIP	Enterprise owned 51% or more by Black people	10	
LOCALITY	Enterprise based in the North West Province	10	
	Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;



- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME :

DATE :

ADDRESS :
.....
.....
.....

FORM A5: TAX CLEARANCE CERTIFICATE REQUIREMENTS

SBD 2

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidder are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.



Part C1: Agreement and Contract Data

C1.1. Contract Data

The contract for this project will be based on a standard form of contract, which will be provided to the successful bidder. The specific form of contract will be:

- National Treasury, General Conditions of Contract
- Tender document

Bidders should familiarize themselves with the terms and conditions of the contract before submitting their bids.



Part C2: SCOPE OF WORK

5. SCOPE OF WORK - SPECIFICATIONS

5.1. FINANCIAL STATEMENTS

- Review of MCS compliant Interim Financial Statements and Annual Financial Statements.
- Review of related Quarterly General Ledger and Trial Balances including all financial Statement accounts.
- Review of Journals and adjustments.
- Review of the reconciliations including all disclosure notes and related registers.
- Review of the Trial Balance, Registers and General Ledger to ensure that they agree to the Annual Financial Statements.
- Provide formal and informal (on-the-job) training.
- Assist the Department with management of audit supporting documentation and perform review of the audit file prior to submission for audit.
- Provide Supporting Systems
- Provide Audit Support.

5.2. SUPPLY CHAIN MANAGEMENT - UNAUTHORIZED, IRREGULAR, FRUITLESS AND WASTEFUL EXPENDITURE

- Investigate Irregular, Unauthorised and Fruitless & Wasteful Expenditure and prepare appropriate reports for the condonation of the same.
- Provide on the job training regarding the Investigations, Review of the Unauthorized, Irregular, Fruitless and Wasteful Expenditure including Deviation Register on a quarterly basis.
- Provide formal training on SCM requirements as and when required for Departmental officials.
- Provide Audit Support.

5.3. ASSET MANAGEMENT – LEASES

- Formal training to be provided on treatment of leases in terms of MCS and Treasury regulations.
- To assist the Department in the computation of the Finance / Operating Lease Calculations (Mobile devices such as cell phones, tablets/iPads, Data-cards/routers, High Volume Printers)
- To review the Finance and Operating lease calculations compiled by the Department.
- Provide Audit Support

5.4. ASSET MANAGEMENT - PROPERTY, PLANT AND EQUIPMENT

- Formal training to be provided PPE in terms of MCS to Departmental officials,
- Review the Asset management policy and make relevant recommendations
- Review the classification and componentization of all movable and immovable assets based on the formal training provided in terms of MCS
- Review the compilation of the Fixed Assets Registers for:
 - Infrastructure



- Moveable Assets
- Immovable Assets
- Review the Fixed Assets Register for compliance with MCS.
- Develop a systematic approach for the Asset Verification Process and provide guidance to the relevant staff members regarding this approach.
- Review the reconciliation between Fixed Assets Register and General Ledger
- Review corrections made or journals passed on assets and provide guidance where necessary
- Review of the Property, Plant and Equipment AFS disclosure note and audit file.
- Review the WIP, Commitments and Retention workings and disclosure.
- Provide own systems
- Provide Audit Support

5.5. FINANCIAL POLICIES AND GUIDELINES

Review the existing policies, procedures and guidelines to ensure alignment with **MCS and relevant Treasury Regulations**.

5.6. MONITOR AND EVALUATE SKILLS TRANSFER

Skill transfers will be monitored as follows:

The consultant will provide quarterly and monthly reports on progress in respect of the on-the-job training/mentoring/coaching, enhancement of the skillset, understanding of processes by the relevant officials, skills deficiencies and recommended interventions.

6. REVIEW OF PERFORMANCE INFORMATION

1. The consultants to review:
 - Annual Performance Plans
 - Quarterly Performance reports and appropriate support
 - Annual Performance reports and appropriate support
2. Provide on the job training to align AFS and performance information
3. Provide Audit Support