



Tender Ref #:	COGTA (T) 11/2024	Tender Description:	Appointment of a service provider to develop an implementation guide on the local government anti-corruption strategy for a period of one (1) year.
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PART A – BID DETAILS

1. The Department of Cooperative Governance (hereunder referred to as DCOG) invites qualifying service providers to assist the Department with the development of an implementation guide to support municipalities with the implementation and/or institutionalisation of the Local Government Anti-Corruption Strategy for a period of one (1) year.

2. Bid / Proposal format

Package 1: The following should be submitted – :

- SBDs 1, 3.1 or 3.2 (*SBD 3.1= Goods, SBD 3.2: Services*), 4, 6.1 and 6.2.
- National Treasury Central Suppliers Database (CSD) report, not older than 30 days (www.csd.gov.za).
- Valid certified B-BBEE certificate issued by a SANAS accredited verification agency or affidavit.

Package 2: Pricing information. Separate envelope. Price proposals must include 15% VAT and must be fully inclusive to deliver all goods, services and outputs indicated in the terms of reference.

PART B –ADMINISTRATIVE REQUIREMENTS

General principle: In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. **The costing and content of proposals may not be amended under any circumstances.**

1. BID DOCUMENTS

Only bids that comply with all administrative requirements will be evaluated further onto the Mandatory Requirement stage.

SCM ADMINISTRATIVE COMPLIANCE		
#	Criteria	Yes / No
1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before the bid closing date.	
1.2	Supplier is Tax Compliant (as indicated on CSD) ¹ or verified through SARS ¹	
1.3	SBD 1 completed and submitted.	
1.4	3.2 completed and submitted.	
1.5	SBD 4 completed and submitted.	
1.6	SBD 6.1 completed and submitted	
1.7	SBD 6.2 and its Annexures (if applicable)	
1.8	Director(s)/Owner(s) have been convicted on charges related to fraud and corruption.	
	If so, furnish particulars:	

Note 1: Bidders that are not tax compliant on the closing date for bids or at any time after the closing date, must rectify their tax compliance status within 7 working days of being requested to do so. Bidders that remain tax non-compliant after 7 working days of being requested to rectify their tax status, will be disqualified.

2. VERIFICATION OF INFORMATION PROVIDED

No bids will be considered from:

1. Individuals in the service of the State.
2. Organisations with directors (whether remunerated or not) in the service of the State.

This clause does not apply to bidders that are government departments/entities.

NB: The Department may request the bidder to provide information to engage banks, credit rating agencies and the relevant institutions to obtain information on credit records, criminal records, and pending court cases.

3. MANDATORY REQUIREMENTS

Failure to submit the documents listed below will render your bid null and void and will not be considered or will be disqualified.

Mandatory Requirement		
#	Criteria	Yes / No
3.1	Summary of Bidder Experience (Annexure A) attached.	
3.2	Detailed proposal and project execution plan submitted	
3.3	Pricing information (Cost Breakdown) attached.	
3.4	Executive Manager Minimum Requirements Qualification: (NQF: level 7) tertiary qualification in social sciences, law or public administration and has led on similar projects.	

Only bids that comply with the administrative and mandatory requirements will be evaluated further.

PART C – DETAILED REQUIREMENTS

1. Purpose of assignment

The purpose of this assignment is to:

- (a) Procure a professional service provider to assist with the development of an implementation guide on the Local Government Anti-Corruption Strategy for municipalities.
- (b) The Strategy is centered around the following three strategic objectives:
 - (1) Promoting community ownership;
 - (2) Strengthening municipalities resilience against corruption; and
 - (3) Building trust and accountability through effective investigation and resolution

2. Scope of the assignment

The main purpose of the assignment is to develop an implementation guide to assist municipalities with the implementation of the Local Government Anti-Corruption Strategy. The implementation guide will cover both the Local Government Anti-Corruption Strategy and the Municipal Integrity Management Framework. The Strategy as well as the Framework will be rolled through the metros and districts municipalities.

The successful service provider is expected to deliver the following:

- (a) An inception report which clearly outline how the service provider intend to implement the project;
- (b) An in-depth analysis of the Local Government Anti-Corruption Strategy, including legislation and other resource material which compliment or support the Strategy;
- (c) Analysis of the linkage between the Strategy and other related reforms in local government to enhance implementation;
- (d) Analysis of judicial jurisprudence on anti-corruption measures specifically as it relates to municipalities;
- (e) Interviews with municipal officials and other relevant stakeholders to ascertain the current challenges and bottlenecks with regard to the implementation of the Local Government Anti-Corruption Strategy;
- (f) Development of the Guide;
- (g) Consultation on the draft Guide with the relevant stakeholders which will be inclusive of provinces and municipalities;
- (h) Enhance the Guide by incorporating the comments and inputs received during the stakeholder consultation process;
- (i) Ensure that the layout and design of the Guide is in line with the DCOG branding; and
- (j) Develop and submit a close out report.

3. Skills, Knowledge and experience requirements:

3.1 Competencies and expertise required from the incumbent who will undertake the outputs are:

- (a) Proven experience in the development of similar materials;
- (b) Sound knowledge of anti-corruption and ethics management issues;
- (c) Be conversant with the South African legislative framework on corruption and related offences;
- (d) Be conversant with other departmental programmes supporting and/or promoting good governance in municipalities in South Africa; and
- (e) Ability to undertake this assignment and complete it within the agreed time frames.

3.2 In order to execute this project the service provider/s must possess the following knowledge, expertise and skills:

- (a) In-depth knowledge of the Local Government Anti-Corruption Strategy;
- (b) Extensive technical knowledge and skills in project management,
- (c) Good understanding of the Constitution and applicable governance legislation and regulatory environment; and
- (d) An understanding of the local government political, strategic and policy environment

3.3 Skills

- (a) Conceptual skills;
- (b) Communications skills;
- (c) Training and presentation skills; and
- (d) Analytical thinking.

3.4 Experience

- (a) Development of implementation guidelines, circulars etc.;
- (b) Training and presentations;
- (c) Report writing;
- (d) Creation of presentations; and
- (e) The ability to interact and form relationships across government and with key stakeholders.

3.5 Reporting Requirements

(i) Responsibilities of the DCoG

The DCoG will:

- (a) Provide background information, documents and reports on local government anti-corruption strategy and other related information;
- (b) Support with coordinating and setting up stakeholder and selected municipal interviews;
- (c) Support with setting up stakeholder and municipal consultation sessions in all 9 provinces; and
- (d) Provide overall general support to the service provider on the project.

(ii) Responsibilities of the service provider

- (a) Partner closely with the DCOG team for the duration of the project;
- (b) Attend progress meetings for the duration of the project to review progress;
- (c) Submit record of detailed deliverables undertaken as per paragraph 1 and 2 above, and respective costs, when submitting invoices to DcoG, on intervals to be agreed; and
- (d) Any other responsibilities as agreed by the parties.

4. Form of proposal

Bidders should be requested in the TOR to comply with a specific format when submitting their bids. It is suggested that the format specified in the TOR corresponds with the various elements of the bid evaluation system to facilitate the evaluation and scoring of bids.

Bidders must include a detailed work-plan/methodology, the detailed budget reflecting all costs and the implementation plan as per proposal in their bid. Failure to submit the detailed work plan, with the implementation plan and budget containing cost-breakdowns according to the deliverables (as per the proposal) together with the bid will result in the bidder's bid being viewed as invalid and therefore rejected. The following information must be included in the work plan:

- (a) Project implementation Plan that indicates the following:
 - Clearly defined milestones that are 100% aligned to each of the key objectives and the expected outputs/deliverables as outlined in the scope of work.
 - Well-defined timelines for each of the activities and deliverables.
 - Allocation of Human Resources & Cost-breakdown of each activity and deliverables.
- (b) Proposed Governance Arrangements to support project implementation which may include but not limited to:
 - The establishment of a project steering committee.
 - The establishment of a project management team inclusive of the service provider and the DCoG team.
 - Provision of secretariat support for the governance structures that will be established.
- (c) Skills Transfer Plan developed in line with the Terms of Reference.
- (d) Previous and current similar contracts awarded to the bidder and client references.

Failure to include the above information together with the bid document on the closing date and time will invalidate the bid.

PART D – FUNCTIONAL EVALUATION – To be evaluated by the BEC

General principle: In cases where bidders submit insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. **The costing and content of proposals may not be amended under any circumstances.**

Each Bid Evaluation Committee (BEC) member will evaluate acceptable bids based on the proposals and bid documents submitted. The following scoring system will be applied to the evaluation of all functional criteria:

Scoring system
0- Does not meet any of the minimum requirements
1- Meet one of the minimum requirements
2- Meet two of minimum requirements
3- Meet three requirements
4- Exceeds three minimum requirements

The **Score obtained for each criterium** will be calculated by multiplying the score awarded by a BEC member by the weight for that criterium. The **overall score for a BEC member** will be expressed as a percentage (Total weighted score divided by the maximum possible score, then multiplied by 100). The **overall score obtained by a bidder** will be the average of overall scores awarded by BEC Members (rounded to the nearest whole number). Only Bidders that received **the indicated minimum overall scores** will proceed to Part E – Price Evaluation and Award.

Where functional evaluation is conducted in stages, bidders must meet the minimum overall score for a particular stage to proceed to the next stage and only bidders that met the minimum overall scores for all stages will proceed to Part E – Price Evaluation

The Bid Evaluation Committee may:

- Evaluate and score bids based on the bid documents and proposals submitted; or
- Provisionally evaluate and score bidders based on proposals submitted and then invite bidders that met all mandatory administrative requirements to present their bids.

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

If a bidder cannot attend a bid presentation on the date requested by the Bid Evaluation Committee, the bidder must be afforded another opportunity within 5 working days. If a bidder is unable to attend a bid presentation for the second time, the bid must be evaluated based on the bid documents and proposals submitted only.

1. FUNCTIONAL EVALUATION STAGE 1

EVALUATION OF THE PROPOSAL AND PROJECT EXECUTION PLAN

1.1	Organization's experience in the social sciences or law or public administration (Attach company profile and contactable references of at least three similar projects executed in the past) Organization's Experience: (a) Understanding of the Local Government Anti-Corruption Strategy; (b) Analysis and report writing; (c) Policies and legislative framework governing anti-corruption in local government; and (d) Research skills.	Weight	10
Evaluation			Score
Does not meet any of the elements listed above			0
Meet one (1) of the elements listed above			1
Meet two (2) of the elements listed above			2
Meet three (3) of the elements listed above			3
Meet all four (4) elements listed above.			4
1.2	Experience of the Executive Manager – (attach CV and certified copies of qualifications and highlighting expertise) The BEC will only consider where all required information was submitted (CV, copies of qualifications and written confirmation of availability for this project) Experience: (a) Qualification: (NQF: level 7) tertiary qualification in social sciences, law or public administration (MANDATORY REQUIREMENTS) and has led on similar projects; (b) Knowledge of the South African anti-corruption legislation and policies; (c) Report writing Skills; (d) Experience in similar projects; strategic thinker; and (e) Technical knowledge and skills in project management.	Weight	5
Description			Score
Does not meet any of the elements listed above			0
Meet two (2) of the elements listed above			1
Meet three (3) of the elements listed above			2
Meet four (4) of the elements listed above			3
Meet all five (5) elements listed above.			4
1.3	Bidder's understanding of Terms of Reference and quality of the proposed methodology (Execution Plan / approach to delivery identified outputs/deliverables): (a) Conduct analysis, review and research of the Strategy and all relevant anti-corruption legislations and policies for the purposes of identifying key focus areas of the implementation guide; (b) Identify relevant topics to be included in the implementation guide; (c) Draft the implementation guide for discussion with the project team; (d) Present the above products to the project team for discussions, inputs and validation; and (e) Present the final products to the project team and other stakeholders at the validation workshop and handover session.	Weight	5

Evaluation			Score
Does not meet any of the elements listed above			0
Meet two (2) of the elements listed above			1
Meet three (3) of the elements listed above			2
Meet four (4) of the elements listed above			3
Meet all five (5) elements listed above.			4
1.4	Appropriateness for proposed training and transfer of skills Areas of Capacitation: (a) Development of project plan; (b) Review and analysis; (c) Research; and (d) Development of a implementation guide	Weight	5
Description			Score
Does not meet any of the elements listed above			0
Meet one (1) of the elements listed above			1
Meet two (2) of the elements listed above			2
Meet three (3) of the elements listed above			3
Meet all four (4) elements listed above.			4

STAGE 1 SCORING SUMMARY

Criterium	Weight	Score	Weighted score	Maximum possible score
1.1	10		4	40
1.2	5		4	20
1.3	5		4	20
1.4	5		4	20
TOTAL		-		100
Overall Score (Total Weighted Score / 100)			%	--
Minimum qualifying score			70%	

PART E – PRICE EVALUATION AND AWARD– To be evaluated by the BEC

Only bids that meet all administrative requirements and the minimum functional requirements will be evaluated in terms of the provisions of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

1. SPECIFIC GOALS

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)
<u>Black Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	7 a) 0 b) 1 c) 3 d) 5 e) 7	
<u>Women Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	6 a) 0 b) 1 c) 2 d) 4 e) 6	
<u>Youth Ownership (51% or more)</u> a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	4 a) 0 b) 1 c) 2 d) 3 e) 4	
<u>Disability (51% or more)</u> a) (0%) b) (1% - 25%) c) (26% 50%) d) (51% 100%)	3 a) 0 b) 1 c) 2 d) 3	

1. SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 1.1. The Department may, at its sole discretion, cancel this bid.
- 1.2. The period of thirty days (30 days) referred to in the General Conditions of Contract paragraph 27.2 applies. If the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure, the Department reserves the right to cancel the bid and any subsequent SLA with immediate effect. Repercussions for the conduct of the Service Provider referred to above may include blacklisting of the Service Provider thus preventing them from doing business with government for 10 years.
- 1.3. The Department may, at its discretion, require that each employee of appointed service providers, each contractor or other participants, sign a code of conduct to promote ethical behaviour. The Department may, at its sole discretion, prohibit any person found to be in breach of such code of conduct from further participation or involvement in the project.
- 1.4. Additional conditions for an applicant who would like to apply as a Consortium / Joint Venture. It is recognised that applicants may wish to form consortia or joint ventures to respond to this bid. The following guidelines apply:
 - Bidders are prohibited from being part of more than one consortium / joint venture and to submit an individual bid and a bid as part of a consortium / joint venture.
 - One of the members shall be nominated by the others as authorised to be the lead applicant and this authorisation shall be included in the agreement entered between the consortium members.
 - The lead applicant in the Consortium or Joint Venture must satisfy all the administrative requirements contained in the ToR and submit all the relevant documents necessary to meet the minimum requirements of the applications.
 - Other members of a consortium or a joint venture must comply with the requirements in line with Service Provider Funding Policy prescripts for the respective Service Provider categories.
 - The consortium/joint venture submission must be signed-off by each institution/organisation to be legally binding on all consortium members.
 - The lead applicant shall be the only authorised party to make legal statements, communicate with the department, and receive instructions for and on behalf of all the members of the consortium.
 - The lead applicant shall be held responsible for the delivery of services and meeting conditions outlined in this bid.
 - A copy of the agreement entered into and signed by all members of the consortium or joint venture shall be submitted with the consortium proposal indicating the respective responsibilities of each party.
 - Indicate how the joint venture/ consortium will be managed in case of a dispute arising during the programme's implementation period (Provide a contingency plan of managing any possible conflicts).

2. CONTRACT MANAGEMENT

- 2.1. The successful bidder will be expected to enter into a service level agreement (SLA) with the Department of Cooperative Governance. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DCOG and the successful bidder.
- 2.2. The SLA will include project assignments that will address each of the project deliverables. The SLA may further establish a Project Steering Committee to manage, monitor and oversee the project such as:
 - Ensure that services are rendered timeously;
 - render a quality assurance function; and
 - ensure that the project remains within the allocated budget.
- 2.3. The SLA will include a detailed payment schedule. Payments will therefore only be approved and processed based on the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.

- 2.4. If the parties (the Department and the appointed service provider) are unable to reach agreement on the special conditions of contract (SLA) after 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another service provider.
- 2.5. Bidders should note that:
- All information related to this bid, or information provided to the service provider after the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DCOG.
 - All rights, title and ownership of any Intellectual Property developed by or for the Service Provider or DCOG independently and outside of execution/production of the Deliverables related to this bid and provided during this project ("Background IP") shall remain the sole property of the party providing the Background IP.
 - To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DCOG shall acquire no right or interest therein. Service Provider shall grant DCOG a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
 - All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DCOG unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DCOG in and to the Bespoke Deliverables. DCOG shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables to perform its obligations under this project.
 - The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DCOG.
 - The Copyright of any Bespoke Deliverables shall vest in DCOG.
- 2.6. No amendments to the SLA or any variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

ANNEXURE A: BIDDER EXPERIENCE SUMMARY

Contracting party (Company/entity name)	Project title and description	Start date	End date	Budget

Bidders must ensure that their proposals contain details of how the projects listed above are relevant to the objectives.
Bidders must attach reference letters and/or contactable references for projects listed above.

ANNEXURE B: PROJECT TEAM SUMMARY

Role	Surname, Name	RSA ID Number	Highest Qualification	Current Employer	Total Year of Experience	Total Year of Experience in similar projects
Executive Manager						

Attach detailed CV as well as confirmation of availability for the person listed above.

Attach copies of qualifications for Executive Manager,

Information obtained from the CSD report will be used to verify the criminal records and credit status of directors/owners of the supplier, where applicable.

ANNEXURE C: PRICING INFORMATION

Deliverables and time frames

The following table reflects the key project areas and timeframes which should be adhered to for purposes of undertaking the whole project:

Activities	Milestones	Timeframes	Costs (hourly rate)	Responsibility

Activities	Milestones	Timeframes	Costs (hourly rate)	Responsibility