

**Request for Proposals for the Appointment of an LGSETA
Accredited Service Provider to Develop and Implement a
Multi-stream Accredited Governance Training Programme:
Ethical Leadership, Accountability and Effective Oversight
and Management on Behalf of SALGA**

BID NO. SALGA/104/2021

Closing date and time: 30 August 2022 at 11:00 am

Bid Validity Period: 120 days

TENDER BOX ADDRESS:

Menlyn Corporate Park
c/o Garsfontein and Corobay Avenue
Waterkloof Glen

TEL: (012) 369 8000

EMAIL: scm@salga.org.za

WEBSITE: www.salga.org.za

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. SALGA is managed within the framework of the Public Finance Management Act (Act 1 of 1999) and is listed as a schedule 3A public entity. Its main objectives are to:

- Represent, promote and protect the interests of local government;
- Transform local government to enable it to fulfil its developmental role;
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government;
- Enhance the role and status of municipalities;
- Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government;
- Ensure the full participation of women in organised local government;
- Be the National Employers' Association representing all municipal members and, by agreement, associate members.

2. SALGA MANDATE

Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people. SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 20 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- a) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- b) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- c) **Capacity Building** refers to facilitating capacity building initiatives through among others; representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-coordinated capacity building programme for municipal councillors and officials.
- d) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans

- e) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.
- f) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

Diagrammatically the mandate is depicted as follows:

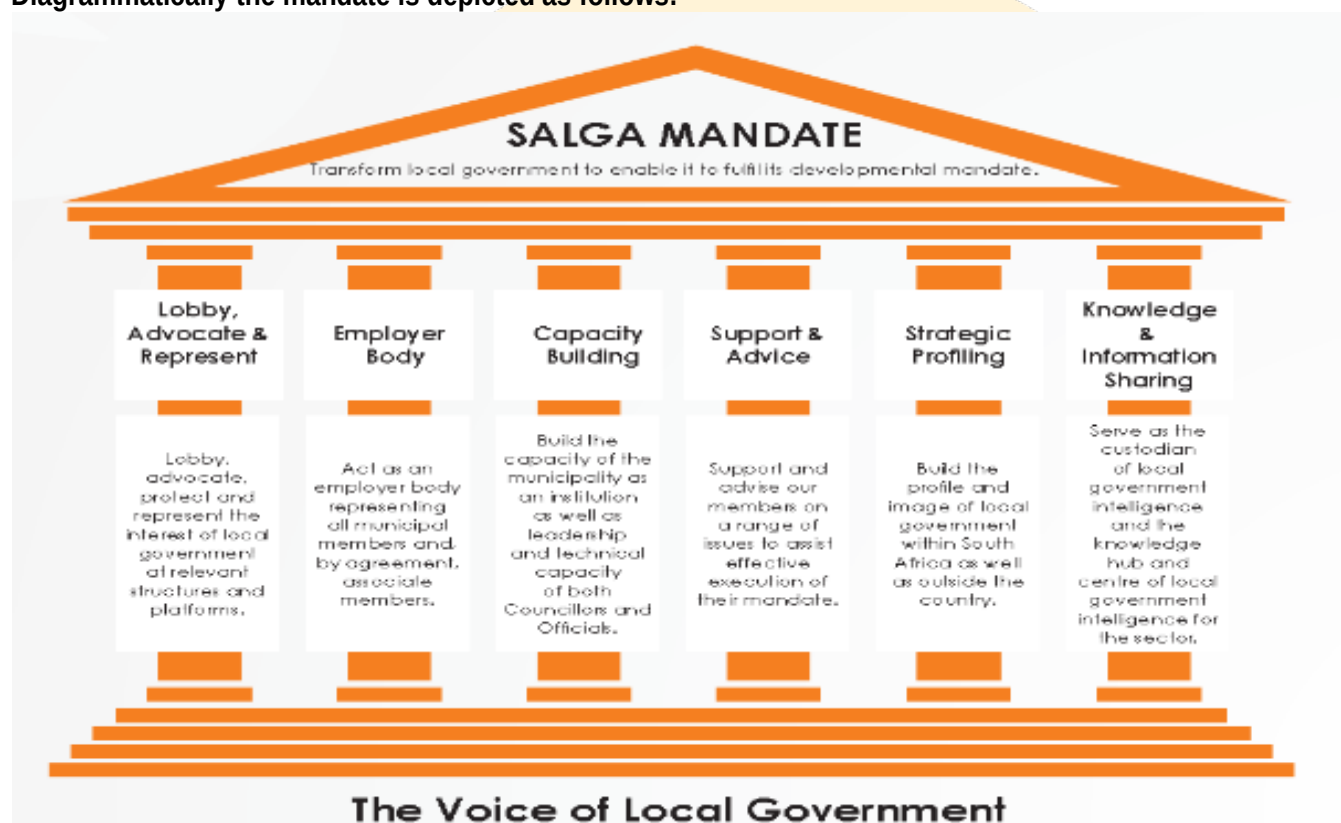


Figure 1: SALGA Mandate

3. PURPOSE OF THIS REQUEST

The purpose of this document is to call for proposals from suitably qualified LGSETA Accredited Training Providers to assist the South African Local Government Association (SALGA) with the development and implementation of an LGSETA accredited Multi Stream **Governance, Ethics Leadership & Effective Oversight and Management Training Programme**. The training programme will be implemented using the blended learning methodology and eLearning.

This accredited training programme is a multi-stream learning programme targeting:

- Political overseers,
- Management / strategic, and
- Practitioner / specialist.

4. BACKGROUND AND PROGRAMME IMPLEMENTATION CONTEXT

This programme will be part of continuous development programmes SALGA implements under the auspices of the SALGA Centre for Leadership and Governance (SCLG) as outlined in the table below:

Core Programmes	Continuous Programmes	Products and Services
- Integrated Councillor Induction - Leadership in Municipal Governance - Media and Stakeholder Engagement - Women Leadership Development - Senior Managers Development - Facilitator Accreditation - Leadership Impact and Innovation Governance, Ethics, Leadership & Effective Oversight and Management Training Programme - Ward Councillors and Ward Committees Training	- Local Labour Forum Training for Employer Representatives - Municipal Performance Management Training - Job Task Evaluation Training - Back to Basics Leadership Development - Local Links (Seminar Styled) Conversations <i>Occupational Health & Safety (OHS) Training Programme</i> - Governance, Ethical Leadership & Effective Oversight Training Programme	- Leadership Competency Model - Online Assessment Tool - Municipal Leadership Competency Assessment Centre - Online Communities of Practice - e-Learning Services – LinkedIn Learning - Leadership Training Provider on Oversight and Ethics
Annual Local Government Seminars		
- Annual Local Government Labour Law - Annual Local Government Performance Management - Annual Local Government Talent Management		

SCLG programmes focus on enhancing leadership and governance capabilities to drive professionalism and excellence in a dynamic and complex municipal environment.

4.1 The Business Case influencing the offering of the Governance, Ethics, Leadership & Effective Oversight and Management Training Programme

Critical contributions to the conceptualization of the Governance, Ethics, Leadership & Effective Oversight and Management Training Programme include the following factors:

- The 2021 local government elections which saw a new cohort of councilors being elected into various political offices as well as specific council committee responsibilities;
- Changes in legislation such as the Municipal Structures Amendment Act of 2021 influencing the structure and system of local government;
- An increasing call for roll out of formal skills programmes to upskill the political cohort with relevant skills for effective governance, oversight, monitoring and overall direction at the various municipalities;
- The urgent need for formalization of skills sets and development in local government for practitioners and managers; and
- The need for improvement of service delivery offering within local government.

4.2 The Value Chain of Governance and Oversight in Local Government

The objects and value chain of Governance, Ethical Leadership and Effective Oversight and Management in the municipal sector is depicted in the following diagram:

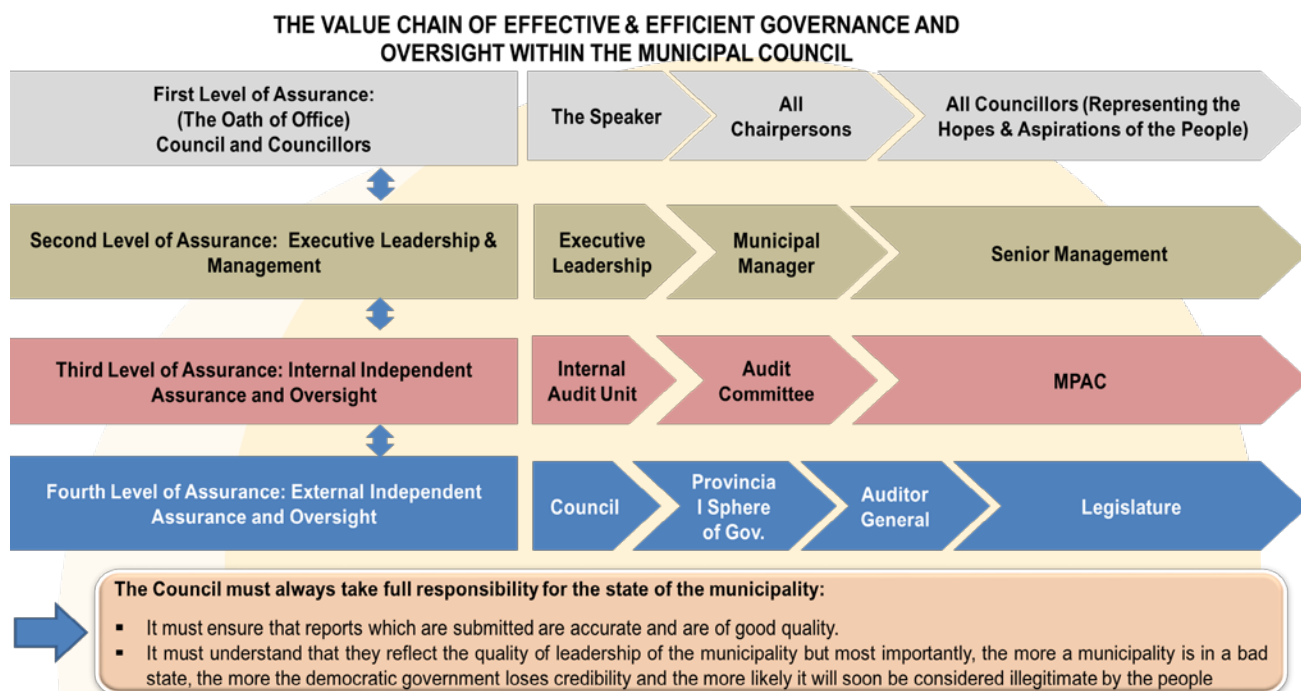


Figure 2: Value chain of Governance and Oversight in a Municipality

The programme is designed to cover the following areas:

- Exercising **good governance** principles,
- Developing an **ethical** culture and implementation of ethical principles,
- Exercising effective **leadership**, and
- Implementing effective **oversight** and **management**.

4.3 Multi-Learning Stream Programme Outline

Below is the structure depicting the multi-stream approach of the training programme:



Figure 3: Multi-Learning Stream Approach

The target beneficiaries of the training programme will be as follows:

Political Stream	Managerial Stream	Practitioner Stream
▪ Councillors ▪ Political Portfolio Committee members ▪ Members of Governance, Risk and Audit Committees ▪ Mayors, Executive Mayors and Executive Committees ▪ MPAC members ▪ Speakers & Chief Whips of Council ▪ Members of the Mayoral Committee	▪ Municipal Managers ▪ Section 56 Managers ▪ Middle level managers of various responsibility areas / directorates / units ▪ Line / Responsibility managers ▪ HR Managers ▪ Directors ▪ PMS champions at managerial level ▪ IDP Managers ▪ Internal Audit managers ▪ Risk Managers	▪ HR/ Labour Relations Practitioners ▪ Internal Audit Officials ▪ Risk Officers ▪ Designated PMS practitioners / specialists / champions / coordinators ▪ Responsibility officials from various departments

SALGA has embarked on a project to develop the Governance, Ethics, Leadership & Effective Oversight and Management Training Programme learning materials covering all the three streams (Political, Managerial and Practitioner stream). This learning material may need to be reviewed to ensure that it aligns to the ETQA, LGSETA, SALGA and that it reflects any changes in legislation.

5. SCOPE OF WORK

SALGA intends to appoint a suitably qualified and competent LGSETA accredited service provider to assist with the following services:

5.1. REVIEW OF THE CURRENT LEGISLATIVE AND REGULATORY ENVIRONMENT

- Review the current legislative and regulatory environment affecting local government governance (ethical leadership, accountability, consequences management, effective oversight and management) in local government and incorporating it in the learning material for it to be up-to-date.
- Review the external environment affecting learning and development such as requirements of ETQA, SAQA and LGSETA;
- Engage relevant stakeholders to solicit their inputs during the review process and final draft.
- Develop an environmental scan report detailing required changes in legislation, changes in learning material, training and learning environment and recommendations on the implementation of the skills programme.
- Produce the signed-off final programme documents.

5.2 DEVELOPMENT OF FORMAL SKILLS PROGRAMMES FOR THE THREE STREAMS

The service provider will be required to:

- Develop skills programmes for each of the three streams (Political Leadership, Managerial & Practitioner stream).
- Develop learning materials which accounts for all areas of learning related to municipal Governance covering Ethical Leadership, Oversight and Management.
- Formulate learning areas into theme-based modules suitable and applicable to a multi-learning stream programme for Political Leadership Stream (Oversight), Managerial Stream (Strategic Level) and Practitioner Stream (Specialist Level).
- Develop learning materials including programme strategy, standardised learner guides, portfolio of evidence guides, facilitator guides, PowerPoint presentations, assessment and moderation guides, project related requirements and templates applicable to the programme and SALGA's standard operating procedures as per set accredited training protocols.
- Develop skills programme relevant for blended learning.
- Submit the skills programmes to the LGSETA and secure programme approval for the blended learning skills programmes.

5.3 ALIGNMENT AND LAYOUT OF THE ACCREDITED PROGRAMME WITH RELEVANT LGSETA UNIT STANDARDS AND/OR REVIEW OF A FORMAL SKILLS PROGRAMME

In the main, the training materials for this skills programme should be aligned to unit standards from the following full qualifications:

Qualification ID	Qualification Title	NQF Level
67467	National Certificate: Municipal Governance	5
49554	National Diploma: Public Finance Management and Administration	5
48965	Certificate: Municipal Financial Management	6
58578	National Certificate: Local Government Councillor Practices	3

- The development of training materials will include programme strategy, standardised learner guides, portfolio of evidence guides, facilitator guides, PowerPoint presentations, assessment and moderation guides, and

project related requirements and templates applicable to the programme and SALGA's standard operating procedures as per set accredited training protocols.

- The development of training materials will include skills programme materials for the blended delivery methodology and the pure eLearning delivery methodology.
- Ensure that the service provider has the relevant unit standards on their accreditation letter with the LGSETA and that they obtain the skills programme approval with the LGSETA.
- Engage relevant stakeholders to solicit their inputs during the reviews and final draft.
- Produce the signed-off final training materials documents.

5.4 DEVELOPMENT OF LEARNING MATERIALS FOR AN ELEARNING SYSTEM

The service provider will be required to:

- Develop learning materials to be applicable for use on an eLearning platform.
- Develop learning materials, including, module learner guides, assessment templates, system based assessment tools, learning video clips, learning audio clips, learning articles, and other related materials.
- Generate electronic documentation of an eLearning set up including the standardised learner guides/manuals, portfolio of evidence, facilitator guides, PowerPoint presentations, assessment, moderation, verification, certification and other project related templates for programme implementation, monitoring and evaluation and deploy them onto the eLearning platform.
- Submit the skills programmes to the LGSETA and secure programme approval for pure eLearning.

5.5 ARTICULATION OF A DELIVERY MODEL

- The service provider must develop the training delivery model.
- The delivery model must clearly articulate a *framework* that encapsulates a blended learning approach, including:
 - Classroom-based / Instructor-led training;
 - Virtual classrooms;
 - e-Learning; and
 - Mobile-learning (for micro-learning, quick-reference content).
- The delivery model must outline and/or illustrate the solution's architecture in line with the above framework.
- The delivery model must demonstrate the overall implementation methodology to deliver and rollout the solution with all its required critical deliverables, governance and risk requirements, data security and compliance component, and project quality control mechanisms.

5.6 DIGITISATION OF SKILLS PROGRAMMES AND UPOADING ONTO SALGA'S LEARNER MANAGEMENT SYSTEM

The service provider will be required to:

- Digitize the learning materials for the training programme for the 3 streams – political, managerial and practitioner streams.
- Develop relevant materials for a digitized platform such as modules and module objectives, summary content, voice overs, video clips, supporting documents and other relevant materials.
- Ensure that the materials are in a format compatible with SALGA's Learner Management System.
- Upload the materials onto SALGA's Learner Management System.

- Demonstrate the contents of the eLearning system to include electronic learner guides, knowledge and summative assessment tools, databases, online classes, group sessions, learner support and integration with other systems.

5.7 LEARNER MANAGEMENT SYSTEM ARCHITECTURAL PREFERENCE

- The learner management system must be a cloud-based.
- The learner management system must require no infrastructural investment from SALGA.
- The service provider must demonstrate ownership, rights-to-ownership, or authority to distribute and support a Learner Management System
- Demonstrate availability of an eLearning System that is able to deliver an accredited municipal training programmes.
- Demonstrate the contents of the eLearning system to include electronic learner guides, knowledge and summative assessment tools, databases, online classes, group sessions, learner support and integration with other systems.
- Demonstrate an ability of the eLearning system to integrate with LGSETA systems for enrolment and uploading of learner assessment results.
- Demonstrate an ability of the eLearning system to integrate with SALGA's Learner Management System.

5.8 ADMINISTER / FACILITATE TRAIN THE TRAINER PROGRAMME FOR THE FACILITATOR COHORT

The service provider must:

- Have experienced and qualified facilitators, fit to deliver training across all the three streams – political, managerial and practitioner streams.
- Administer a train the trainer programme for the facilitator cohort to prepare them for their facilitation role.
- Offer the train the trainer programme for the blended training solution as well as the eLearning training solution.
- Roll out the train the trainer programme before rollout of the training programme to selected participants.

5.9 NATIONAL IMPLEMENTATION OF THE ACCREDITED GOVERNANCE, ETHICS, LEADERSHIP AND EFFECTIVE OVERSIGHT AND MANAGEMENT TRAINING PROGRAMME

- Provide project management services to SALGA on the implementation of the Accredited Governance, Ethics, Leadership & Effective Oversight and Management Training Programme.
- Roll out training across different provinces in South Africa.
- Develop project related templates for programme implementation, monitoring and evaluation across the project value chain.
- Conduct pre-training assessment sessions as per the adopted programme strategy.
- Distribute learning materials for the rollout of training sessions.
- Facilitate training as per the schedule and requirements of the learning programme (blended learning and pure eLearning).
- Implement blended learning and pure eLearning in accordance and in compliance with the ETQA and LGSETA requirements for conducting training, assessments and moderation.
- Collect all necessary documentation from training sessions.
- Provide continuous learner support to ensure that learners are properly certified as competent upon successful completion of the programme.
- Conduct assessments, moderation, and facilitate the external moderation / verification by the LGSETA.
- Enroll learners and upload results onto the LGSETA Learner Management System.

- Issue Statements of Results (SORs) and Certificates of Competence to learners.
- Report periodically in line with the requirements of SALGA's governance framework / structures.
- Develop and submit a final project close out report.

5.10 DEVELOPMENT OF INTEGRATION REQUIREMENTS BETWEEN THE SKILLS PROGRAMME AND BENCHMARKING TOOLS FOR THE CREATION OF A COUNCILLOR LEARNING & GOOD GOVERNANCE ONLINE TOOLKIT

The bidder should determine integration requirements (so that there is a common understanding of the nature of the relationship between the programmes) and then develop integration requirements between the programmes.

Conduct a conceptual scoping exercise examining the requirements for integration between this LGSETA accredited Multi Stream **Governance Training Programme (ethical leadership, accountability, consequences management, effective oversight and consequences management) and the existing toolkits:**

- **COUNCILLOR SELF-ASSESSMENT TOOLKIT** – this is a learning resource or toll that will operate on the Leadership Village (SALGA LMS) created to process the continuous professional development needs of a Councillor as a learner and as a target beneficiary audience for capacity building programmes, be it initiated by SALGA, the Councillors' municipality, self-initiated by the Councillor or maybe offered through any other form or avenue of capacity building access e.g.; National Treasury, COGTA, AGSA or National School of Government. This resource tool will also be SALGA's mechanism of tracking each Councillor's learning journey over the course of the term of municipal Councils.
- **GOOD GOVERNANCE MATURITY INDEX** – this is an organizational development benchmarking tool intended to collect, analyse, interpret and produce reporting matrix on the state of good governance in every municipality. Information captured by the system will be informed by a number of identified weighted areas that constitute the totality of what could be considered as good governance. In simple terms this means the levels of maturity on all of the identified good governance performance elements and indicators. The tool will house both informal sourced from each municipality, from the self-assessment Councillor toolkit as well various sources of information that are published or reported upon from government departments such as National Treasury, COGTA, etc., media houses, official reports and publications and through citizen-based surveys or submissions.
- Develop a business case for the adoption of the development of the integration requirements between this LGSETA accredited Multi Stream Governance, Ethics Leadership & Effective Oversight and Management Training Programme with the Councillor Self-Assessment toolkit & Good Governance Maturity Index and other related toolkits of comparable nature, complexity and relevance designed by SALGA.

6. TARGETED NUMBER OF LEARNERS TO BE TRAINED

The training programme is set to train a total number of **600** participants across the three streams of target audience:

- Political,
- Managerial, and
- Practitioner.

7. BIDDER REQUIREMENTS

The appointed bidder will be expected to demonstrate technical ability and capacity to undertake an assignment of this complexity. The successful training provider must fulfil the following requirements:

- a) Produce an accreditation certificate with the Local Government Sector Education and Training Authority (LGSETA) that is valid and in good standing;
- b) Produce LGSETA accreditation letter for the specific qualifications that are relevant to the scope of the requirements of the Accredited Performance Management Training Programme, not limited to the following:

Qualification ID	Qualification Title	NQF Level
67467	National Certificate: Municipal Governance	5
49554	National Diploma: Public Finance Management and Administration	5
58578	National Certificate: Local Government Councillor Practices	3

- c) The Service Provider must have successfully run an accredited blended (contact and eLearning) training in the local government sector in the past 3 years (a SETA approved programme strategy and Statement of Results must be submitted as evidence).
- d) The bidder must demonstrate that they have successfully implemented an accredited pure eLearning training in the public sector.
- e) The Service Provider must have an eLearning system that is able to conduct accredited training and is compatible with other Learner Management Systems as well as LGSETA Learner Management System.
- f) The bidder must have qualified LGSETA registered assessors and moderators, with relevant qualifications as part of their registration (Assessors and Moderator Registration letters and CVs must be submitted).
- g) The bidder must have sound knowledge of the local government sector and the capacity building landscape coupled to legislation governing skills development e.g. National Qualifications Framework, SAQA Act, Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Amendment Act, Skills Development Act, etc).
- h) The bidder must have experience in curriculum development for contact training, blended and pure eLearning training.
- i) Must possess competency in IT skills, dashboard reporting and development of reporting, monitoring and evaluation of the project.
- j) Demonstrate a detailed project management plan that outlines all the elements of the programme from development and rollout through to certification.
- k) The bidder must have a cohort of facilitators with experience and knowledge of the South African local government environment.
- l) Provide a detailed project budget breakdown for all critical project deliverables.
- m) Demonstrate an administrative capacity, including office space, equipment, personnel logistics and management that is commensurate to the magnitude of this project. To this end SALGA will reserve the right to conduct a site inspection of the bidder's premises and/or claimed delivery milestones to validate proof of concept.
- n) Demonstrate excellent research, business plan development and writing skills.

- o) Shortlisted bidders may be required to make a presentation to SALGA on their value proposition.

8. CONTENT OF BIDDER PROPOSALS

(Information to be submitted by the bidders)

The proposal should include:

- a. All relevant perceived strengths and weaknesses of the firm bidding for the service, e.g. similar previous experience, in-house skills, etc; providing information which will assist SALGA to assess its capabilities, competitive advantages, etc.;
- b. The summary of the bidder's mission statement, the vision statement, values and long-term strategies and objectives as comprehensively as possible;
- c. The proposed methodology to be employed in rolling out the project, from conceptualization, learning materials review, digitization, conducting of train the trainer, roll out of training, assessments, moderation as well as enrolling and uploading of learner results;
- d. A list of references of previous and current appointments relevant to the required services; examples of such services capabilities and experience and more specifically the number and size of organisations where service rendered in specific sectors in government and areas of expertise;
- e. An organogram or list of partners, managers, specialists, together with the *curriculum vitae* of the staff who will be available for the duration of the work; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful bidder should provide experienced specialists relevant to the required services;
- f. List of accredited blended training programmes and pure eLearning training programmes conducted in the past 3 years. Evidence of SETA approved programme strategy and SETA-issued statement of results must be submitted as an annexure;
- g. Provide details of the Learner Management System and its functionality, demonstrating its ability to conduct accredited training. Screenshots of the system must be provided. Bidders may be required to demonstrate functionality of the system;
- h. List projects previously conducted in curriculum development and describe the principles to be adopted for curriculum development. List of previous completed projects with contact references must be provided as Annexures;
- i. Provide profile of facilitators, detailing their knowledge and experience in local government sphere. CVs of facilitators must be provided as evidence;
- j. Provide profile of LGSETA registered assessors and moderators, with the identified qualifications on their registration letters. Proof of valid LGSETA registration letters must be attached as Annexures;
- k. A breakdown of the project costs VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to

cover the full amount, and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown;

- l. In so far as is possible, a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such as traveling;
- m. How the bidder proposes to provide governance assistance to SALGA;
- n. How the bidder will ensure that there is transfer of skills to the SALGA team.

9. APPOINTMENT, COMMENCEMENT AND DURATION

The appointed bidder is anticipated to commence work upon appointment for a duration of 36 months until the completion of the project.

10. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)

10.1 Performing of Assignments

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant Project Manager and oversight governance structures representing the organisation.

All working papers and reports and documents will become the property of SALGA.

The successful bidder shall work with the SALGA on the planning of various phases of the service activities, and must be prepared to regularly report the progress to the relevant Project Manager.

10.2 Timing of Assignments

The performance of this assignment shall be in accordance with the approved plan by the Project Committee. The final responsibility of approving the scope and extent of the work resides with the relevant Project Manager and Governance structure.

10.3 Quality Assurance Reviews of The Work

The bidder shall ensure that all work conforms to the required ETQA and SETA quality assurance standards.

10.4 Monitoring Progress of Assignments

On a mutually agreed basis, the bidder shall meet with the Project Manager to report progress of the work, and at the Project Committee meetings.

10.5 Payments

SALGA undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the bidder.

The parties shall, upon appointment of the bidder, sign a service level agreement to govern their business relationship.

Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

10.6 Expenditure Incurred by the Bidder

The SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

11 INSTRUCTION TO BIDDERS

11.1 General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for an LGSETA accredited bidder to develop and implement a multi-learning stream Governance, Ethics Leadership & Effective Oversight and Management Training Programme on behalf of SALGA. The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to the National Executive Committee (NEC) of SALGA which is the organization's accounting authority.

11.2 Objectives

SALGA's objective in the call for proposals is to select a bidder accredited with LGSETA to assist with the development and implementation of the Accredited Governance, Ethics Leadership & Effective Oversight and Management Training Programme for SALGA.

11.3 Terms of Contract

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder. It is anticipated that the term of the contract shall be for the duration of the assignment and shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement. Thirty (30) days written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

11.4 Questions during proposal process

Any enquiries regarding this RFP should be directed to **Ms. Nokwanda Msomi**, Senior Buyer: SCM at scm@salga.org.za, located at the SALGA National Office – 012 369 8000. Questions will only be taken up to four days prior the closing date.

Bidders finding apparent discrepancies or omissions in the RFP should inform SALGA through the designated email address scm@salga.org.za before the closing date. Bidders may during the bidding period, be advised

by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered as valid or official.

No further addenda will be issued by SALGA after 12:00 noon, four business days prior to RFP closing without providing an extension of time.

11.5 Bid submission requirements

Submit two copies of the proposal (1 X Original of the bid/tender document), and 1 X Original of the budget cost breakdown, in sealed opaque envelopes as well as an electronic version in a USB flash drive or memory stick clearly marked RFP Response. Response – SALGA/104/2021 Request for Proposals for the Appointment of an LGSETA Accredited Service Provider to Develop and Implement a Multi-stream Accredited Governance Training Programme: Ethical Leadership, Accountability and Effective Oversight and Management on Behalf of SALGA addressed to:

Ms. Nokwanda Msomi

Physical address:

South African Local Government Association (SALGA)
Menlyn Corporate Park
Block B 175 Corobay Avenue
Corner Garsfontein & Corobay Avenue
Waterkloof Glen ext. 11
PRETORIA
0181

Attention: Ms Nokwanda Msomi
Senior Buyer: SCM

Proposals will be received at the reception desk on the first floor, during regular business hours only, up to 30 August 2022 at 11:00 am. Late submissions will not be accepted.

Bidders remain solely responsible for the method of conveyance of their proposal to the receiving point. Fax transmissions or any other electronic communications are not acceptable.

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

Proposals received past the time stated above will not be considered, and will be returned to the bidder unopened. Proposals will not be opened in public.

All proposals will remain in force and will be irrevocable for **hundred and twenty days** after the proposal closing.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

12 CONTRACT AWARD

SALGA reserves the right to accept any proposal submitted, or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

Please outline in your proposal the assistance your institution is prepared to provide in order to meet the estimated contract duration period for the full implementation of the scope of work.

13 TERMINATION OF CONTRACT

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

- a. the winning bidder fails to perform in accordance with the specified service requirements as set out in the RFP;
- b. the winning bidder fails to provide project deliverables as defined under **Section 5** above without written explanation; and
- c. the winning bidder otherwise violates the provisions of the RFP to a substantial degree.

14 LIABILITY

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

15 IMPORTANT DATES

Please note that some of the dates are based on estimated project timeframes.

16 CONDITIONS OF BID

Failure to meet any of the requirements below may render your bid proposal non-responsive:

- a) The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**
- b) A contract will be signed with the appointed Bidder.
- c) The Bidder will be required to sign confidentiality and indemnity agreements with SALGA.
- d) SALGA may at its own discretion vary an instruction to include more work.
- e) Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal.

- f) In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- g) SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- h) Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- i) Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- j) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- k) The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 120 days from the date of submission.
- l) Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
- m) Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- n) In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
- o) All returnable bid documents must be completed in full and submitted together with the bidder's proposal.
- p) SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.
- q) Completion of the Standard Bidding Documents stated herein below is **mandatory**, failure to do so **may** render your bid offer invalid.

17 STANDARD BIDDING FORMS

17.1 Preference Points Claim Form

Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 12 and 13. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

17.2 Bidder's Disclosure

Form SBD 4 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

17.3 Bid Invitation

Form SBD 1 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

17.2 Pricing Schedule

Form SBD 3.3 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

18 EVALUATION

The following evaluation method will be used:

- After the closing date of the bid invitation, an appointed evaluation committee of SALGA officials and possibly other external parties will evaluate the proposals of the bidders.
- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Regulations, 2017

All proposals submitted will be evaluated on three categories:

- Functionality (technical content)
- Price
- B-BBEE status level of contribution

Bids will be evaluated in accordance with the Preferential Procurement Regulations, 2017, using the 80/20 split. The 80/20 preference points system applies for acquisition of goods or services for Rand value equal or above R30 000 and up to R50 million.

Firstly, the assessment of functionality will be done in terms of the evaluation criteria and the minimum threshold value of 70 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

A Bid Evaluation Committee will review and evaluate the proposals. A maximum of four (4) bidders may be invited to present their proposal for the purpose of providing clarification and answers to questions by the committee. If presentations are necessary they will be made on the date, time and location to be confirmed.

Thereafter, only the qualifying bids after the presentation will be evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points will be used for B-BBEE Status Level of Contribution. The price points will be calculated in accordance with the formula prescribed in Regulation 6. (1) of the Preferential Procurement Regulations, 2017.

A recommendation for the awarding of the contract will be made at the meeting of the Bid Adjudication Committee to be confirmed, where applicable.

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using the table below:

Functionality Points Breakdown:

NO.	CRITERIA FOR FUNCTIONALITY	BREAKDOWN OF POINTS	WEIGHTS	EVIDENCE TO BE USED IN ASSESSING
1	Experience in rolling out SETA accredited blended learning and eLearning in the public sector in South Africa.	0 = no previous work done 3 = only one project done 4 = only two projects done 5 = three or more projects done	20	SETA approved Programme Strategy and Statement of Results or Reference letters.

2	Possession of relevant qualifications from LGSETA.	0 = provider does not have the required qualifications on their accreditation letter 3 = provider has some of the required qualifications on their accreditation letter 5 = provider does have all required qualifications on their accreditation letter	20	LGSETA Accreditation letter with the identified qualifications: ▪ 67467 ▪ 49554 ▪ 58578
3	Ownership of an eLearning system	0 = no functional system present 5 = functional eLearning system present	15	Screenshots from eLearning system or System Ownership document.
3	Approach methodology and	0= no submission of project proposal with approach and plan. 3= Submission of project plan, management plan in line with scope of work 4= Submission of project plan, management plan and methodology approach in line with scope of work 5= Submission of project plan & management plan (that outlines the details of all the elements of framework and roadmap development to completion) in line with scope of work	15	Project management plan / Proposal.
4	Experience in curriculum development	0 = No previous project done 3 = 1 to 2 projects done 4 = 3 projects done 5 = more than 3 projects done	20	List of projects with contact details of references or Reference letters.
5	Registered assessors, moderators and experienced facilitators	0 = No proof of registration of assessors and moderators and no skilled facilitators 3 = some of the experts do not meet the required standard 5 = have registered assessors and moderators and facilitators have experience and relevant qualifications.	10	Registration letters of assessors and moderators and CVs and proof of qualifications of facilitators
	TOTAL POINTS		100	
	Minimum Threshold		70	

Bidders who score **70** (average) points and above will be considered in phase 2 of the evaluation.

The 80/20 points system will be used when evaluating this Request for Proposal.

The remaining 20 points will be allocated in terms of Regulation 6(2) and 6(3) of the Preferential Procurement Regulations, 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Phase 2 of evaluation will include the sum of the two criterions below:

CRITERIA	WEIGHT
Price	80
B-BBEE status level of contribution	20
TOTAL	100

Bidders must submit proof of their B-BBEE status level of contributor.

A bidder failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified but may only score points out of 80 for price, and score 0 points out of 20 for B-BBEE.

19 GENERAL CONDITIONS

The following should be noted by interested parties:

- a) Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
- b) Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from SALGA.
- c) On completion or termination of the agreement, all materials and products must be handed over to SALGA.
- d) No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.
- e) SALGA may at its own discretion vary this instruction to include more scope / work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.
- f) All copyright and intellectual property rights that may result as a consequence of the work to be performed shall reside with SALGA and the bidder shall be required to sign an agreement of confidentiality.

- g) SALGA may dictate the framework in which documents (policies, plans, report etc.) shall be submitted; however the bidder should be able to submit a proposal on the lay-out of his/her choice for consideration by SALGA.
- h) SALGAs (general conditions of bid, contract and order) shall be applicable to this bid.
- i) The bidder shall be required to conclude and sign a Service Level Agreement (SLA) after the appointment.
- j) SALGA reserves the right not to award the bid to any bidder at its own discretion.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA)					
BID NUMBER:	SALGA/104/2021	CLOSING DATE:	30 AUGUST 2022	CLOSING TIME:	11:00
DESCRIPTION	Request for Proposals for the Appointment of an LGSETA Accredited Service Provider to Develop and Implement a Multi-stream Accredited Governance Training Programme: Ethical Leadership, Accountability and Effective Oversight and Management on Behalf of SALGA				
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)					
SALGA NATIONAL OFFICE, FIRST FLOOR, BLOCK B, MENLYN CORPORATE PARK, C/O GARSFONTEIN AND COROBAY AVENUE, WATERKLOOF GLEN					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		☐ AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		☐ A REGISTERED AUDITOR			
		NAME: _____			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON			
CONTACT PERSON		TELEPHONE NUMBER			
TELEPHONE NUMBER		FACSIMILE NUMBER			

FACSIMILE NUMBER		E-MAIL ADDRESS	
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) OR ONLINE	
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
2.	TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
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.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: QUOTATION NO.: SALGA/104/2021

CLOSING TIME 11:00 ON 30 AUGUST 2022

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
------------	-------------	--

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

.....

R.....

.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

.....

R.....

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

.....

.....

.....

R.....

TOTAL: R.....

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract?
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
-
-
-

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Nokwanda Msomi

Tel: (012) 369-8000
scm@salga.org.za

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel: (012) 369-8000
Mr. Ndivhuho Malimagovha
scm@salga.org.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....	
Signature	Date
.....	
Position	Name of bidder

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2
- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
- (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:
- | | POINTS |
|--|------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |
- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14

4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

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

(Tick applicable box)

YES		NO	
-----	--	----	--

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a

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

WITNESSES 1. 2.	 SIGNATURE(S) OF BIDDERS(S) DATE: ADDRESS
--	---