

Supply Chain Management Process Compliance Checklist



RECOMMENDED SERVICE PROVIDER: WILL CONSULTING (PTY) LTD

DESCRIPTION OF REQUIREMENTS: REQUEST FOR B-BBEE VERIFICATION AUDIT FOR 2023-2024, 2024-2025 AND 2025-2026 FINANCIAL YEAR

PURCHASE ORDER NUMBER: 61871

	Compliance Documentation	Yes/No/Not Applicable	Comments
	Request for Quotation Process		
	<i>(Sequential order of documents)</i>		
1	Checklist	YES	
2	Purchase Order (detailed)	YES	
3	RFQ Report with all relevant signatories	YES	
4	Memo for less than three quotes (if applicable)	YES	
5	Comparative Schedule	YES	
6	RFQ document issued to Service providers (SP's)	YES	
7	Specification or Terms of Reference	YES	
8	SAP / Google printout of commodity list of SPs	NO	CENTRAL SUPPLIER DATABASE
9	SCM Request for Quotation i.e Print Screen Email to SP's	YES	
10	Approved Business case with Sub-Bid Committee members	N/A	
11	Functionality Scoresheets (if applicable)	N/A	
12	Declaration of interest by Sub-Bid committee	N/A	
13	If panel appointment – Signed Award Letter		
	-Signed Service Level Agreement	N/A	
	-Panel Service Category	N/A	
	-List of Panel Participants in that category	N/A	
14	If Deviation appointment: Memo supported by Snr SCM Manager and approved by CFO / CEO (as per delegation)		
	-Sole Supplier Letter if sole distributor/ OEM / sole supplier etc	N/A	
	-If Emergency: Provide Photos / proof of emergency	N/A	
15	Email print-out of response from recommended SP	YES	
	Quote/proposal of recommended SP	YES	
	Signed SBD Forms	YES	
	CSD Report	YES	
	Valid BEE Certificate	YES	
16	Email print-out of response from unsuccessful SP's	NO	
	Quote/proposal of unsuccessful SP	NO	
	Signed SBD Forms	NO	
	CSD Report	NO	
	Valid BEE Certificate	NO	
17	COMPILED BY: LINDIWE MHLONGO	CHECKED BY: NOKWANDA MSOMI	
18	DATE: 01 JULY 2024	DATE: 1/07/2024	
	SIGNATURE: 	SIGNATURE: 	

Billing Address:
Attention: Accounts Payable Menlyn Corporate Park, Block B 175 Corobay Avenue Corner Garsfontein and Corobay Streets Waterkloof Glen ext.11 , PRETORIA 0181

Delivery Address:
Menlyn Corporate Park Block B 175 Corobay Avenue Cnr Garsfontein and Corobay Waterkloof Glen ext11 Pretoria

PURCHASE ORDER

Order Number:	61871
Order Date:	2024-07-01
Supplier Ref. No.:	REQ #117239
Delivery Date:	2024-07-02
Our Contact:	Mhlongo Lindiwe 0123698000
Fax No:	0123698000

Vendor Name:	WILL CONSULTING (PTY) LTD
Vendor Code:	V-WIL122
Telephone:	083 262 0901
Contact Person:	MMALEEBANA WILARD SEFARA
E-mail Address:	will.sefara@gmail.com
Address:	

Line No.	Item Description	Warehouse	Goal	Project	Quantity	Unit Cost	Line Total
1	Consulting Other - internal	FCS-FIND	Enablers		3.00	149371.20	448113.60

Total Order Amount (VAT INCLUSIVE)

R 448 113.60

Speacial Message :

Request for B-BBEE Verification Audit for 2023-2024, 2024-2025 and 2025-2026 financial year

Terms and Conditions :

This order is subject to the GENERAL CONDITIONS OF CONTRACT available on our website or on request from our Supply Chain Management unit. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier. Payment will be made in Rand unless otherwise stipulated in SCC.

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part if (a) the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the Supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

Please quote order number in all correspondence

Official Stamp

Authorised Signatory

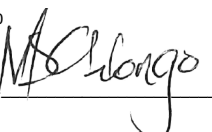


RFQ REPORT

CLUSTER	FIN-FIND	REQUESTOR	ORRIENT MALULEKE
REQUISITION NUMBER	117239	APPROVER	NOMFUNDO DE BOOI
PURCHASE ORDER	61871		
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR B-BBEE VERIFICATION AUDIT FOR 2023-2024, 2024-2025 AND 2025-2026 FINANCIAL YEAR		
PART A : SCM PROCESS			
Date requisition received from Client	20-Jun-24		
Date RFQ issued	21-Jun-24		
Closing date	28-Jun-24		
Number of suppliers RFQ issued to:	10		
Number of responses received	1		
Late Submissions	N/A		
PART B : SUPPORTING DOCUMENTS			
	WILL CONSULTING (PTY) LTD		
Pricing	R448,113.60		
Supplier Registered on CSD	YES	YES	
Specification in line with Quotation	YES	YES	
SBD 4	YES	YES	
SBD 6.1	YES	YES	
	Qualified	Qualified	
Recommended service provider	WILL CONSULTING (PTY) LTD	R448,113.60	

Compiled by: Buyer

L Mhlongo

Signature: 

1/7/2024

Checked by: Senior Officer

N.Msomi

Signature: 

Date: 01/07/2024

Approved by : Senior SCM Manager

L Qupe

Signature: 

Date: _____

Approved by : Senior SCM Manager

T Mthethwa

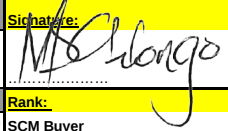
Signature: 

Date: 01/07/2024

Date: _____

Price Comparative Schedule for Quotations

DISCRPTION:		REQUEST FOR BBBEE VERIFICATION AUDIT			
REQUISITIONER:		ORRIENT MALULEKA			
REQUISITION NUMBER:		117239			
		WILL CONSULTING(PTY) LTD			
PRICE		R 448,113.60		R 0.00	
Availability of Products		yes		yes	
Delivery Period		yes		yes	
Quote Validity		yes		yes	
Tax clearance Certificate Valid		yes		yes	
Offer to specification (Y/N)		yes		yes	
		R 448,113.60		R 0.00	
		80.00		0	
80/20 preference point system = 80 [1 - (P-Pm) / (PM)]					
B-BBEE Status Level and points scored per level (Maximum 10 Points)		1.00	10.00	0.00	0.00
Specific Goals (Maximum 10 Points) - SMME		0.00	4.00		0.00
Specific Goals (Maximum 10 Points) - 100% Black Women Owned			0.00		0.00
Specific Goals (Maximum 10 Points) - 100% Youth		0.00	0.00	0.00	0.00
TOTAL POINTS		94.00		0.00	
RANKING					
RECOMMENDATION		Recommended		Not Recommended	

Compiled by:		Checked by:	
SCM Officials:	Lindiwe Mhlongo		
Recommended Service Provider:	Date	Date	
WILL CONSULTING (PTY) LTD	Monday, July 1, 2024	01/07/2024	
Motivation:	Signature:	Signature:	
Has scored the highest points as per the 80/20 principle			
TOTAL COST:	Rank:	Rank:	
R 448,113.60	SCM Buyer	SCM Officer	
In line with the new PPPFA (amended) Regulations, 2022			

**INTERNAL MEMORANDUM
OFFICE OF THE CHIEF FINANCE OFFICER**

FROM : LINDIWE MHLONGO
TO : CHIEF FINANCIAL OFFICER
CC : SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT
DATE : 01 JULY 2024

REQUEST FOR APPROVAL TO PROCESS A REQUEST WHEREBY LESS THAN THE MINIMUM OF THREE WRITTEN QUOTATIONS WERE OBTAINED AS REQUIRED IN TERMS OF SECTION 3.2.4 (A) OF THE NATIONAL TREASURY SUPPLY CHAIN MANAGEMENT INSTRUCTION NOTE 2 OF 2021/2022: THRESHOLD VALUES FOR THE PROCUREMENT OF GOODS AND SERVICES BY MEANS OF PETTY CASH, WRITTEN PRICE QUOTATIONS OR COMPETITIVE BIDS

1. PURPOSE

The purpose of this memo is to request approval from the Chief Financial Officer as duly delegated by the Accounting Officer to request permission to proceed with the finalization of the procurement process in an instance whereby after the closing date, the required minimum of three written quotations was not obtained.

2. ABOVE THE TRANSACTIONS VALUE OF R2 000 BUT NOT EXCEEDING R 1 000 000 (VAT INCLUDED)

There is a condition in the above-mentioned National Treasury Instruction Note in the section 3.2.4 that reads as follows:

At least three (3) written price quotations must be obtained from three (3) different suppliers registered on the CSD

- a) If it is not possible to obtain at least three (3) written price quotations from three (3) different suppliers registered on the CSD, except where suppliers are exempted from registration on the CSD, the reasons should be recorded and approved by the accounting officer / authority or his / her delegate/ committee before the order is issued and maintained for audit purposes.***
- b) Accounting officers / authorities must ensure that the prices received are market related and where they are not, negotiations have been entered into in line with the Preferential Procurement Regulations, 2022***

3. MOTIVATION

On the 21 of June 2024, a request for proposal was sent to a minimum of ten (10) service providers identified on the Central Supplier Database per required commodity, request for B-BBEE Verification Audit for 2023-2024, 2024-2025 and 25-2026 Financial Year. The invited service providers were:

1. WILL CONSULTING
2. BEE 123 PTY LTD
3. BEESA BUSINESS SERVICES
4. MANTIS NETWORKS
5. MPOWERED BUSINESS
6. ZILONETIX PTY LTD
7. EMPOWERLOGIC PTY LTD
8. DEVELOPMENT AT WORK
9. DIALE MOGASHOA
10. MMAGARAMETSA TRADING

On the closing date of the 28th of June 2024 (minimum of seven 5 working days), only one (1) service provider had responded, namely:

- WILL CONSULTING
1. BEE 123 PTY LTD- Did not provide reason for not quoting.
 2. BEESA BUSINESS SERVICES- Did not provide reason for not quoting.
 3. MANTIS NETWORKS- Did not provide reason for not quoting.
 4. MPOWERED BUSINESS- Did not provide reason for not quoting.
 5. ZILONETIX PTY LTD- Did not provide reason for not quoting.
 6. EMPOWERLOGIC PTY LTD- Did not provide reason for not quoting.
 7. DEVELOPMENT AT WORK- Did not provide reason for not quoting.
 8. DIALE MOGASHOA- Did not provide reason for not quoting.
 9. MMAGARAMETSA TRADING- Did not provide reason for not quoting.

4. LEGAL AND POLICY IMPLICATIONS

The request is in compliance with the provisions section .3.2.4 of the above-mentioned SCM Instruction Note.

5. RECOMMENDATION

- It is recommended that the Chief Financial Officer approves this request to proceed with the appointment process as per the deliberations of this memorandum.
- It is recommended that the Chief Financial Officer approves the appointment of **WILL CONSULTING (PTY) LTD, R448,113.60** to provide the requested goods.

SUBMITTED BY:



LINDIWE MHLONGO:

BUYER

REVIEWED BY:



NOKWANDA MSOMI

SCM OFFICER

SUPPORTED BY:



LULAMA QUPE

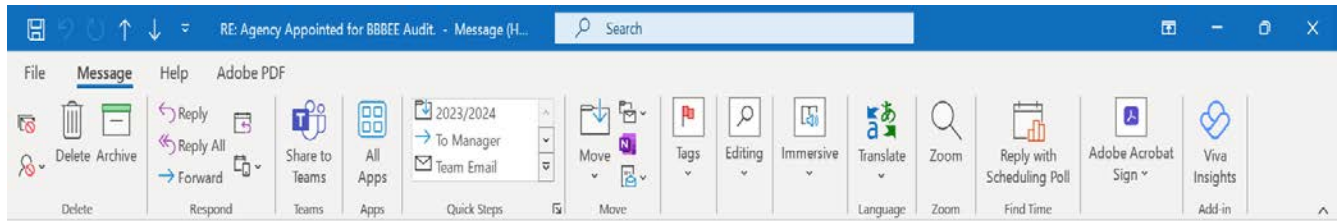
SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT

APPROVED BY:



THEMBEKA MTHETHWA

CHIEF FINANCIAL OFFICER



RE: Agency Appointed for BBBEE Audit.



Orrient Maluleke

To: Lindiwe Mhlongo

Cc: Gomolemo Selau

Retention Policy: SALGA Retention Policy (10 years)

Expires: 6/19/2034

Start your reply all with: [Received, thank you.](#) [Thank you!](#) [Thank you very much!](#) [Feedback](#)



Fri 6/21/2024 12:26 PM

Good Day, Lindiwe.

Please find the Spec as requested - B-BBEE Verification Audit for 2023-2024, 2024-2025, 2025-2026.

Kind regards,



ORRIENT MALULEKE

National Office – Finance & SCM Cluster

Phone: +27 12 369 8194

Mobile: 078 508 0348

Email: omaluleke@salga.org.za

Menlyn Corporate Park, Block B, 175 Corobay

Avenue, Off Garsfontein and Corobay.

Watersloof Glen ext11, PRETORIA 0001

www.salga.org.za



From: [Lindiwe Mhlongo](#)
To: [Lindiwe Mhlongo](#)
Cc: [Nokwanda Msomi](#)
Bcc: ["gerty.bester@bee123.co.za"; "carol@beesa.co.za"; "jared@mantisnetworks.co.za"; "kurt@mpowered.co.za"; "will.sefara@gmail.com"; "dm@dm-inc.co.za"; "judy.santos@empowerlogic.co.za"; "burkem@developmentwork.co.za"; "mmagarametsa.trading@gmail.com"; "sandren@zilonetix.com"](#)
Subject: Request for Quotation
Date: Friday, June 21, 2024 1:57:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[Revised SBD 6.1 IN TERMS OF PPR2022.docx](#)
[Request For Quotation.docx](#)
[Standard Bidding Document \(SDB\) 4_Annexure A.doc](#)

Good Day

Please see attached specification as well the attached SBD Forms, in response please email the following documents:

- Quotation
- Completed and Signed SBD Form
- BEE or Sworn Affidavit

Closing Date: 28 June 2024

Kind Regards
Ms Lindiwe Mhlongo
Finance and Supply Chain Cluster
SALGA National Office
Menlyn Corporate Park Block B
175 Corobay Avenue
Cnr Garsfontein and Corobay
Waterkloof Glen ext11
Pretoria
☎ 012 369 8000
☎ 083 632 9496
🌐 www.salga.org.za



Request for Quotation

RFQ Number : 117239

Supplier Details :

Attention : WILL CONSULTING Email : will.sefara@gmail.com
Fax : 086 617 6046 Date : 2024-07-01
Phone : 083 262 0901

Comments :

B-BBEE Verification Audit for 2023-2024, 2024-2025, 2025-2026.

Scope of work which includes the following:

1. BEE Management
2. Employment Equity
3. Skills Development
4. Preferential Procurement
5. Socio-Economic Development

Item Description	Quantity
Consulting Other - internal	1

Please note :

1. Quotation should reach us no later than : **2024-07-01**
2. Quotation should be valid for at least 30 days.
3. Is the offer strictly according to specifications? Yes/No
4. If not to specification, state deviation(s).
5. Please indicate your delivery period:
6. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
7. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
8. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
9. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
10. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
11. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
12. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
13. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:

a) Textiles, Clothing, Leather and Footwear: 100 % b) Office Furniture: 85 % , breakdown per table below:

#	Description	Local Content	#	Description	Local Content
1	Melamine office desk with drawers	70%	6	Side upholstered chair - sleigh base with arms	70%
2	Office desk (drawers) with timber top on steel frame	90%	7	Side upholstered chair with arms on 5 star base	65%
3	Office desk (drawers) with supawood (MDF) top on steel frame	90%	8	Steel stationery cupboard	100%
4	Melamine/Paper foil office desk with drawers	70%	9	Steel drawer(s) filing cabinet	100%
5	Stacker upholstered chair-4 legged without arms	100%	10	Wood stationery cupboard	100%
			11	Wood drawer(s) filing cabinet	100%

14. For bids of above R30 000 to R50 million , SALGA evaluates these in terms of the 80/20 adjudication criteria where :

a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100

15. For bids of above R50 million , SALGA evaluates these in terms of the 90/10 adjudication criteria where :

a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

RFQ - 117239



wills@willconsulting.co.za

To Lindiwe Mhlongo

Cc: Nokwanda Msomi; will.sefara@gmail.com

Retention Policy SALGA Retention Policy (10 years)

Expires: 6/26/2034

SBD4.pdf 1 MB Proposal.pdf 229 KB RFQ_117239.pdf 490 KB SBD5.pdf 2 MB SALGA_20240628_1.pdf 218 KB

Good day,

Attached please find the Quotation, as requested.

Kind Regards;

Will Sefara - Director

ITIL® 4 Strategic Leader

ITIL® 4 Strategist: Direct, Plan & Improve

ITIL® 4 Leader: Digital & IT Strategy

Mobile: 083 262 0901 / 060 644 4720

Email: wills@willsconsulting.co.za

Website: www.willconsult.co.za

Taskbar and system tray area showing search bar, taskbar icons (Word, File Explorer, Edge, etc.), and system clock (10:22 AM, 7/1/2024).



REQUEST FOR QUOTATION (RFQ)

You are hereby invited to submit quotation for the requirements of SALGA	
RFQ number	RFQ - 117239
RFQ Description	BBBEE Verification Audit
Address	SALGA National Office:
RFQ Issue Date	21 June 2024
RFQ Closing date	28 June 2024
RFQ Validity Period	05 Working days
Specification	BBBEE Verification Audit
1. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD. 2. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive. 3. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request. 4. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office. 5. If you are unable to quote, please respond to the sender and state the reason/s for not quoting. 6. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications. 7. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector: 8. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria	

where:

a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100

9. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:

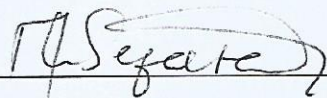
a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER: Will Consulting

TOTAL PRICE (INCL VAT): R 448 113,60

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

SIGNATURE: 

CAPACITY: Director DATE: 28/06/2027



WILL CONSULTING

QUOTE

DATE:
Quote #

2024/06/28
WILL_20240628_1

WILL CONSULTING
Suite 313 D
Lougardi Building
1252 Enbarkment Road
Centurion
0157

Contact: Will Sefara
Phone: 083 262 0901
Email: info@willconsulting.co.za
Reg No. 2012/028913/07
Tax Ref No. 9831344156

Attention:

South African Local Government Association
Menlyn Corporate Park Block B 175
Cnr Garsfontein and Corobay
Waterkloof Glen ext11

Item	Description	QTY	UNIT PRICE	AMOUNT
1	GENERIC CERTIFICATE - BEE VERIFICATION_ 2024/24/25	3	R 149 371,20	R 448 113,60

Comments:

SubTotal R448 113,60

TOTAL (All Inclusive) R 448 113,60

Banking Details

Will Consulting(Pty) Ltd
FNB Branch Code: 261550
Centurion Branch
Cheque Account
Acc No: 62352798353

RFQ – 117239: BBBEE Verification Audit: 2024 – 2026

Introduction

South African Local Government Association (SALGA) requires a verification of their B-BBEE status in line with the DTI Codes of Good Practice issued on 11 October 2013. The adjusted Generic scorecard shall be used.

We take this opportunity to thank you for affording us the opportunity of introducing ourselves and demonstrating our capability in performing the B-BBEE verification. We believe that we have the required competencies that will enable us to deliver a cost effective and DTI compliant verification rating for SALGA.

The scope of work shall be conducted in terms of:

- The Broad Based Black Economic Empowerment Act No. 53 of 2003 as amended
- The DTI Codes of Good Practice issued 11 October 2013
- The Guide for Verification Agencies released by the DTI on 18 July 2008; the amended technical assessment guide (yet to be released) will replace the 2008 gazette
- ABP (Association of BEE Professionals) best practice notes issued from time to time

Scope of Work

The scope of work involves the following:

1. To verify through an independent audit of information collated from SALGA, based on the Generic Scorecard (code Series 36928) for the following elements:

- a. BEE Management
- b. Employment Equity
- c. Skills Development
- d. Preferential Procurement
- e. Socio-Economic Development.

2. Conduct Closing Workshop for all the Personnel involved:

At the end of the project, BBBEE score will provide a closing workshop which entails reporting to the personnel in terms of how we arrived to its verification decision

3. Producing a management report:

We will produce a report explaining in detail how it arrived to the verification score.

The Verification Methodology

Verification Step	Description
Planning process	The objective of this process is to communicate the overall B-BBEE verification plan and identify time lines and deadlines for SALGA. We undertake to: - Conduct a BEE overview for SALGA executive team upon appointment. - Conduct comprehensive planning interventions with the BEE team immediately thereafter. - Complete the verification by the agreed date.
Verification process	The verification process will address the following: - Full explanation of the process as per our document Guideline - Conduct a separate planning meeting with each department involved in the verification to ensure that there is no misunderstanding. - Explaining the required documents. - Impartiality, objectivity and confidentiality of both parties to be confirmed. - SALGA will have to give the Terms and conditions of engagement and confidentiality agreements - Agree on reporting lines and Deadline.
On-Site verification	We will conduct the verification in terms of its comprehensive audit methodology - Commence the on-site verification in terms of the agreed dates from the plan - Provide the Verification Committee with weekly "Score in Progress" (SIP) feedback - During this process, we will conduct onsite visits to conduct interviews and do various checks to ensure that a legitimate is awarded.

Preliminary Score Reporting	After the onsite verification, we will Conduct an executive report that explains the scoring after the site visit.
Review Process	We will perform comprehensive review of the audit evidence gathered and the score calculations for each element. The review process requires: - Review by Verification Manager/s - Review by Quality Assurance Director
Reporting and Certification	- Upon satisfactory completion of the review process and final acceptance of the draft scorecard by SALGA, we will issue final certification and the final verification scorecards and present these to management and the SALGA board. - During this process, we will produce a management report which explains how SALGA arrived to that score. We will also provide a Gap Analysis which will Assist the

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, MUMINEEBANA WILLARD SEFARA 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

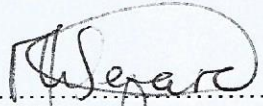
² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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.

	2024/06/28
Signature	Date
DIRECTOR	WILL CONSULTING
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
SMME's	4	4
100% Black Women owned	3	
100 % Youth	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm..... WILL CONSULTING

4.4. Company registration number: 2012/028913/07

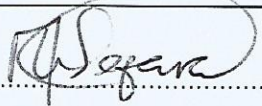
4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

	
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	SEFARA WILLARD
DATE:	28/06/2024
ADDRESS:	LOUGARDIA BUILDING SUITE 313 D 1252 EMBARKMENT ROAD CENTURION, 0157



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA



Companies and Intellectual
Property Commission
a member of the dti group

B-BBEE CERTIFICATE FOR EXEMPTED MICRO ENTERPRISES

Issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the Department of Trade and Industry. Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.

This Certificate serves as an Affidavit in terms of Code Series 000, Section 4.5 of the Amended Codes 2013.



Tracking Number: 9393119470



Enterprise Number: K2012028913

B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION

B-BBEE INFORMATION

Certificate Number	9393119470
Total Number of Shareholders	ONE (1) SHAREHOLDER(S)
Number of Black Shareholders	ONE (1) BLACK SHAREHOLDER(S)
Number of White Shareholders	ZERO (0) WHITE SHAREHOLDER(S)
Black Ownership Percentage	100% BLACK OWNERSHIP
Black Female Percentage	0% BLACK FEMALE OWNERSHIP
White Ownership Percentage	0% WHITE OWNERSHIP
B-BBEE Status	B-BBEE LEVEL 1 CONTRIBUTOR: 135% PROCUREMENT RECOGNITION
Date of Issue	24-August-2023
Expiry Date	23-August-2024

- Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution: **100%**
- Black people who are youth as defined in the National Youth Commission Act of 1996: **0%**
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act: **0%**
- Black people living in rural and under developed areas: **0%**
- Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011: **0%**

ENTERPRISE INFORMATION

Registration number	2012 / 028913 / 07
Enterprise Name	WILL CONSULTING (PTY) LTD
Registration Date	15-February-2012
Enterprise Type	Private Company
Enterprise Status	In Business

Physical Address

the dti Campus - Block F
77 Meintjies Street
Sunnyside 0001

Postal Address: Companies

P O Box 429
Pretoria
0001

Docex: 256

Web: www.cipc.co.za

Contact Centre: 086 100 2472(CIPC)

Contact Centre (International): +27 12 394 9500





CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0157649	Total annual turnover	R10 million or less; or
Is supplier active?	Yes	Financial year start date	14 Apr 2016 00:00:00:000
Supplier type	CIPC Company	Registration date	15 Feb 2012 00:00:00:000
Supplier sub-type	Private Company (Pty)(Ltd)	Created by	will.sefara@gmail.com
Legal name	WILL CONSULTING	Created date	02 Jun 2016 08:49:11:000
Identification type	South African Company/Close Corporation Registration Number	Edit by	csd.reverifybatch@treasury.gov.za
Government breakdown	Private Companies (Pty) (Ltd)	Edit date	21 Jun 2024 13:20:44:227
Business status	In Business	Restricted Supplier	No
Country of origin	South Africa	Restricted Director	No
South African company/CC registration number	2012/028913/07	Government Employee	No
Have Bank Account	Yes		

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1

Main group	Information and communication		
		Core industry	Computer programming, consultancy and related activities
Division	Computer programming, consultancy and related activities	% share of annual turnover	100.00

SUPPLIER CONTACT INFORMATION

CONTACT 1

Contact type	Administration,Bid Office,Sales	Telephone number	083 262 0901
Is this your preferred Contact?	Yes	Cellphone number	060 644 4720
Name(s)	Mmaleebana Willard	Fax number	086 617 6046
Surname	Sefara	Toll free number	083 262 0901
Identification type	South African Identification Number	Do you want this contact to also be a CSD user ?	Yes
Prefer communication via cellphone	Yes	Created by	csd.dataconversion@treasury.gov.za
Prefer communication via email	Yes	Created date	02 Jun 2016 08:49:11:943



CSD REGISTRATION REPORT

Prefer communication via sms	Yes	Edit by	will.sefara@gmail.com
Email address	will.sefara@gmail.com	Edit date	06 Jun 2018 22:56:40:390

SUPPLIER ADDRESS INFORMATION

ADDRESS 1

Is this a preferred address?	No	Postal code	0183
Address line 1	6 Inner Crescent	Country	South Africa
Address line 2	Wespark	Created by	will.sefara@gmail.com
Suburb	West Park	Created date	22 Oct 2015 10:01:26:000
Province	Gauteng	Edit by	will.sefara@gmail.com
Municipality	City of Tshwane	Edit date	06 Jun 2018 22:56:40:390
City	Pretoria		

ADDRESS 2

Is this a preferred address?	No	Postal code	1628
Address line 1	U1610	Ward Number	112
Address line 2	Emeralds Garderns	Country	South Africa
Suburb	Halfway House	This address S/A postal	Yes
Province	Gauteng	Created by	will.sefara@gmail.com
Municipality	City of Johannesburg	Created date	13 Apr 2016 13:07:31:000
City	Midrand	Edit by	will.sefara@gmail.com
		Edit date	29 Nov 2019 18:09:26:660

ADDRESS 3

Is this a preferred address?	No	Postal code	0727
Address line 1	438 Unit B	Ward Number	25
Address line 2	Mankweng	Country	South Africa
Suburb	Mankweng Unit B	Created by	will.sefara@gmail.com
Province	Limpopo	Created date	06 Jun 2018 22:56:40:390
Municipality	Polokwane	Edit by	will.sefara@gmail.com
City	Mankweng	Edit date	23 Aug 2022 18:18:11:110

ADDRESS 4



CSD REGISTRATION REPORT

Is this a preferred address?	No	Postal code	1911
Address line 1	95 Livingstone Boulevard	Ward Number	3
Address line 2	Unit 05 Livingstone Court	Country	South Africa
Suburb	Vanderbijlpark CE 2	This address S/A postal	Yes
Province	Gauteng	This address S/A delivery	Yes
Municipality	Emfuleni	Created by	will.sefara@gmail.com
City	Vanderbijlpark	Created date	29 Nov 2019 18:01:07:057
		Edit by	will.sefara@gmail.com
		Edit date	23 Aug 2022 18:18:11:110

ADDRESS 5

Is this a preferred address?	Yes	Ward Number	65
Address line 1	119 Gerhard Street	Country	South Africa
Address line 2	Centurion	Created by	will.sefara@gmail.com
Suburb	Die Hoewes	Created date	23 Aug 2022 18:18:11:110
Province	Gauteng	Edit by	will.sefara@gmail.com
Municipality	City of Tshwane	Edit date	23 Aug 2022 18:18:11:110
City	Centurion		
Postal code	0157		

SUPPLIER BANK ACCOUNT

BANK ACCOUNT 1

Account type	Current Accounts	Created by	will.sefara@gmail.com
Bank	FIRST NATIONAL BANK	Created date	02 Jun 2016 08:53:13:000
Branch number	261550	Edit by	csd.safetynetbatch@treasury.gov.za
Branch name	CENTURION 838	Edit date	06 Jun 2016 16:12:41:180
Account number	62352798353	Bank Verification Status	Verification Succeeded
Account holder	AMOKGAHLE BUSINESS SOLUTIONS (PTY)LTD	Foreign Bank Account	No
Is this a preferred account?	Yes	Is the identifier linked at the bank	Yes
Active start date	13 Apr 2016 13:15:49:000	Is this a Shared Funding Account	No





CSD REGISTRATION REPORT

TAX INFORMATION

Income tax number	9831344156	Overall Tax Status	Tax Compliant
Is this supplier a VAT vendor?	No	Created by	will.sefara@gmail.com
Are you Registered with SARS?	Yes	Created date	02 Jun 2016 08:49:11:000
Last validation date	21 Jun 2024 13:21:00:000	Edit by	csd.reverifybatch@treasury.gov.za
Would you like to receive notifications?	Yes	Edit date	16 Mar 2024 15:09:35:000

B-BBEE INFORMATION

B-BBEE Certificate Number	9393119470	% Owned by black people living in rural or underdeveloped areas	0.00
B-BBEE Certificate Issue Date	24 Aug 2023 11:45:26:000	B-BBEE Status Level Of Contributor	Level 1 Contributor
B-BBEE Certificate Issue Expiry Date	23 Aug 2024 11:45:26:000	B-BBEE Procurement Recognition	135%
% Owned by black people	100.00	Created by	will.sefara@gmail.com
% Owned by black people who are women	0.00	Created date	02 Jun 2016 08:49:13:427
% Owned by black people who are youth	0.00	Edit by	csd.reverifybatch@treasury.gov.za
% Owned by black people with disabilities	0.00	Edit date	21 Jun 2024 13:20:46:997
% Owned by black who are unemployed	100.00	Last validation date	21 Jun 2024 13:20:46:000
% Owned by black people who are military veteran	0.00	Verification Status	Verified with CIPC
Status			

OWNERSHIP INFORMATION

CSD can only verify the youth category of persons for South African citizens. It is the responsibility of an organ of state supply chain practitioner to obtain supporting documentation to verify the ownership information of this supplier.

Owner s name and surname Legal name	Owner s Identification number	RSA Citizen	Ethnic group	Gender	Ownership %	Youth	Disabled	Military	Rural	Township
MMALEEBANA WILLARD SEFARA	7610165303081	Yes	Black African	Male	100.00%	No	No	No	No	No
Total					100.00%					

CATEGORY OF PERSONS BASED ON OWNERSHIP

Owned by black people	100.00%
Owned by people	100.00%



CSD REGISTRATION REPORT

DIRECTORS/MEMBERS/OWNERS INFORMATION

DIRECTOR/MEMBER

1

Director type	Director,Owner	Owner's gender	Male
Director status	Active	Owner youth	No
Name(s)	MMALEEBANA WILLARD	Owner person with disabilities	No
Surname	SEFARA	Owner military veteran	No
Country	South Africa	Created by	csd.reverifybatch@treasury.gov.za
Identification type	South African Identification Number	Created date	31 Aug 2017 01:09:58:000
South African identification number	7610165303081	Edit by	csd.reverifybatch@treasury.gov.za
Work permit	0000000	Edit date	22 Dec 2021 02:21:56:000
Appointment date	15 Feb 2012 00:00:00:000	Restricted Director	No
Email address	will.sefara@gmail.com	Restriction Last Verification Date	21 Jun 2024 13:20:45:010
Cellphone number	083 262 0901	Government Employee	No
Owner	Yes	Government Employee Last Verification Date	21 Jun 2024 13:20:45:353
Ownership %	100.00%	SA identification number Verified	Yes
Living areas of owner	City of Tshwane, Centurion Central	SA identification number verification date	21 Jun 2024 13:20:32:350
Owner's ethnic group	Black African		





CSD REGISTRATION REPORT

Tips and Frequently Asked Questions (FAQ)

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)

The various possible error messages received from the bank are highSemiBolded in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD differs from the tax clearance certificate?](#)

Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC. how can I rectify this?](#)

State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)

BBBEE

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.

RESTRICTION

Restricted Supplier - A supplier is restricted by using the identification number of the entity e.g. CIPC registration -, trust -, Social Development non-profit -, South African ID -, Foreign company registration number or ID number. If there is more than one CSD Supplier profile registered on CSD with the same entity identification number, all those related supplier profiles will be restricted.

Restricted Director - A director/owner is an individual person and is restricted by using the South African ID or Foreign ID number. If a director belongs to different companies and has been restricted, the director will reflect as restricted in all companies where identification number is detected.

Restricted Suppliers & Directors are listed on CSD under Help - [Am I restricted?](#)

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.





CSD REGISTRATION REPORT

Print Date:

6/21/2024 1:21:01 PM

